

Webclock: Clocking In and Out AFSCME 439

Clocking-In

- 1. Go to UD WorkForce: http://www.udel.edu/udworkforce/
- 2. Click Log-in button.

CENTRAL AUTHENTICATION SERVICE (CAS)		
Login with yo Username is e	our UD ID or username and password either your UDelNet ID or your email address. UD ID is you	
numeric Unive More help. 🚘	rsity identifier.	
	10.10	
Username or		
Password:		

- 3. At the CAS log-in enter your UD Username and password, then click **Log In** button
- 4. Click In for Work

WorkForce				
	08:14:0)6 pm (local time)	
•	(In for Work	$\mathbf{)}$	
6		Out from Work		
9	Timesheet Logout	0	Home Screen	

5. You will get a message that confirms you successfully clocked in.

Mon 07/27 08:14 pm: In for Work Punch Recorded Successfully.

6. Click - Logout

• You do not need to stay logged in while working.

Clocking-Out

- 7. Log-in to UD WorkForce as shown at left (Steps 1–3)
- 8. Click Out from Work

	WorkForce				
	08:33:17 pm (local time)				
€	In for Work				
6	Out from Work				
Э G	Timesheet Screen				

9. You will get a message that confirms you successfully clocked out

Mon 07/27 08:33 pm: Out from Work Punch Recorded Successfully.

- 10. Click Logout
- 11. You can also:
 - Go to your Timesheet
 - Go to the Home Screen to Request Time Off

b	WorkForce				
	08:05:27 pm (local time)				
0	Out from Work				
• (T	ümesheet Screen				