

## Webclock: Clocking In and Out Part-time Hourly

## **Clocking-In**

- 1. Go to UD WorkForce: http://www.udel.edu/udworkforce/
- 2. Click Log-in button.
- 3. At the CAS log-in enter your UD Username and password, then click **Log in** button

CENTRAL AUTHENTICATION SERVICE (CAS)		
Login with your UD ID or username and password Username is either your UDelNet ID or your email address. UD ID is your numeric University identifier. More help. (=)		
Username or UD ID:		
Password:		
✓ Log in		

4. Click - In for Work



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
  - a. You do *not* need to stay logged in while working.

## Clocking-In/Out with Multiple Assignments

If you have more than one job at UD, you must select an assignment before clocking in or out.

7. Log-in to UD WorkForce as shown above (Steps 1–3)

8. On **Choose an Assignment** screen, click the correct job.

_		
	Choose an Assignment	
	Magizoologist-Study of Magical Creatures-UD_HOURLY (0)	
	Student-Hogwarts School of Witchraft and Wizardry-UD_HOURLY (1)	DI
	Cancel	
-		

- 9. Clock in as usual (Steps 4-6)
- 10. Clock out as usual (Steps 11-14)

## **Clocking-Out**

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

Y	WorkForce				
	08:33:17 pm (local time)				
•	In for Work				
3	Out from Work				
。 。(	Timesheet 📀 Home Screen				

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

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

- 14. Click Logout
- 15. Other options on the Webclock:



Last updated: 8/19/2020

www.udel.edu/UDWorkForce