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
4. Click - In for Work
5. You will get a message that confirms you successfully clocked in.
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.
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
13. You will get a message that confirms you successfully clocked out
14. Click – Logout
15. Other options on the Webclock:
   - Click Timesheet to view your Webclock punches
   - Click Home Screen to go to the UD Workforce home page

www.udel.edu/UDWorkForce

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