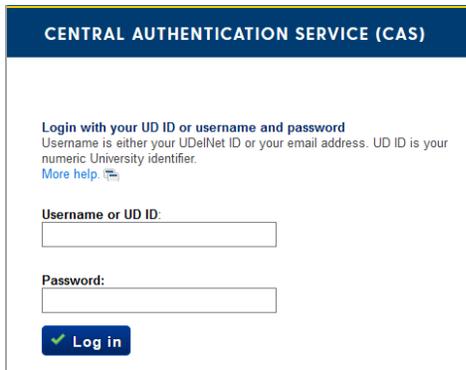
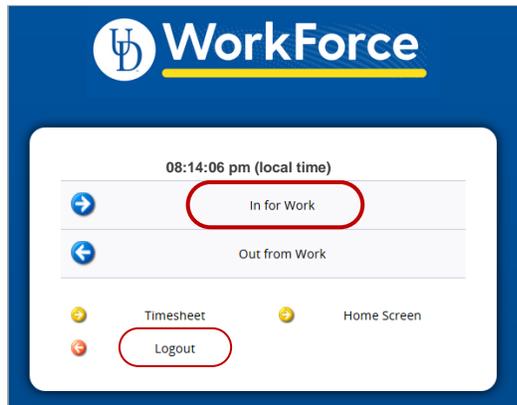


Clocking-In

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.

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

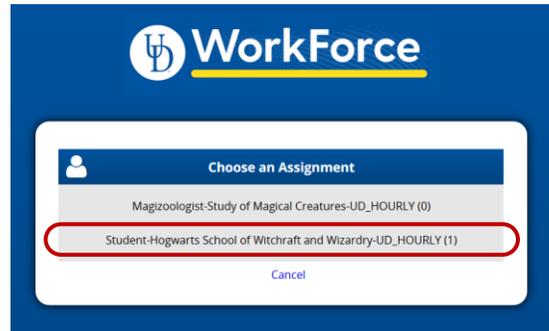
6. Click - **Logout**
 - a. You do **not** need to stay logged in while working.

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)

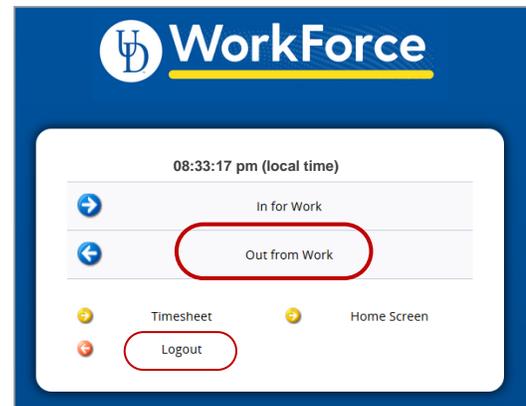
8. On **Choose an Assignment** screen, click the correct job.



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

Clocking-Out

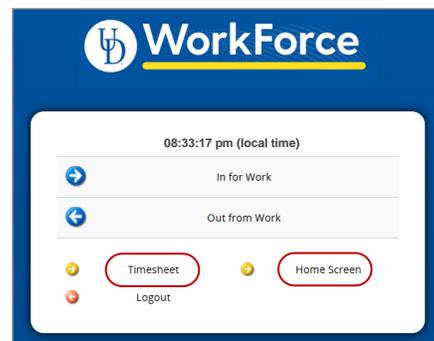
11. Log-in to UD WorkForce as shown at left (Steps 1–3)
12. Click - **Out from Work**



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

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

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