

Mobile: Part-time Hourly Webclock

UD WorkForce Mobile can be used to clock in or out from a mobile device such as a smartphone or tablet.

Clocking In and Out

- 1. Enter <u>http://www.udel.edu/udworkforce/</u> using a browser on your smartphone or tablet.
- Click Login button or use shortcut created on your smartphone (see: job aid – Mobile-Creating an App on you Phone)
- 3. On the CAS screen, enter your UDelNet ID and password, and 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 y numeric University identifier. More help. TM	/our
Username or UD ID:	
Password:	
✓ Log in	

- 4. You will see the My Clock screen
- 5. If you have multiple UD jobs, you will choose the Assignment first.
 - If you have one job, go to Step 6.



- 6. On the **My Clock** screen, choose the appropriate action:
 - Click the In for Work button, or
 - Click the Out from Work button

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Clock	Self-Service Settings	Log Out

7. You will get a confirmation message that the time punch was successful.

(Note – You do not need to stay logged in while you are working.)



Self Service

- 1. Click the **Self-Service** button at the bottom.
 - **My Time Sheet** you can view your time entries and add any necessary comments.

Self-Service			
3 My Time Sheet	>		
Help	>		
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 Below you'll see a Help option. This takes you to the Workforce Software help page. Click Self-Service or Settings to return to UD WorkForce Mobile.

