



TimeClock Plus[®]

a better sense of time_{SM}

Employee Manual

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Employee Responsibilities

- Comply with College-wide policies on code of ethics; reporting suspected or known fraud, abuse and other improprieties; hours of work policy; leave policy; overtime policy and all other College-wide personnel, payroll and benefits policies and procedures.
- Clock in using either a time clock, online web access, or manual timecards.
 - Hours physically worked will be recorded on the date it actually occurred.
 - Manual timecards are only used by employees who don't have access to a time clock or STC network computer on a regular basis.
 - Responsible for punching in/out at the time clock location nearest to their workstation or their assigned computers. Clocking in/out at another location, for work related purposes, must be authorized by supervisor or Time Adjustment form (TARF) will have to be submitted to corresponding supervisor.
- The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network.
 - If an employee used the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.
- Submit leave request within 3 days of occurrence per College's Employee Leave Procedures. It is the responsibility of the employee to request/submit leave in TCP.
- Review timecard for missing hours.
 - Time Adjustment Request Form (BO-7700) must be submitted to supervisor for all corrections.
 - Employee Leave Request must be submitted to supervisor for appropriate absence.

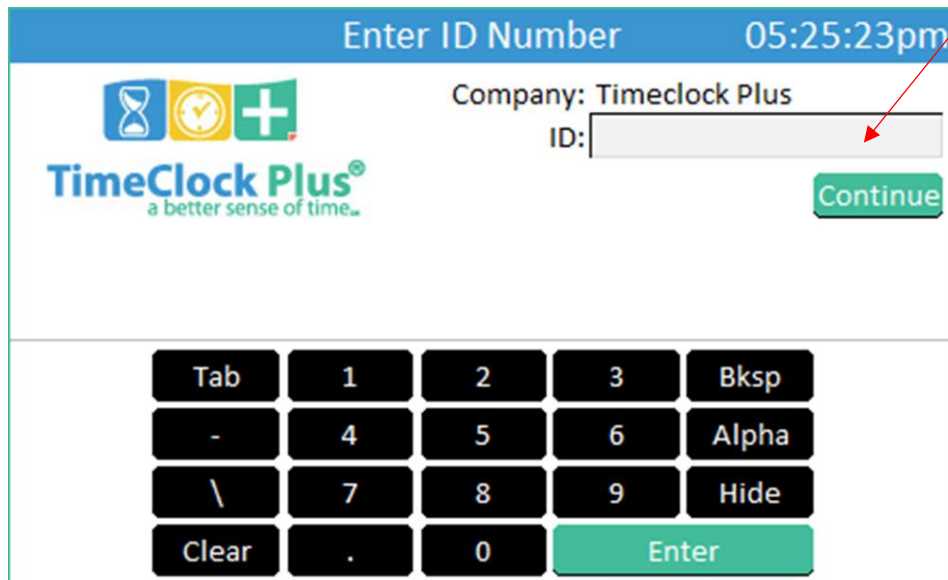


- Verify online timecard by the **due date** which **is 3 days after each pay week**.
- Ensures supervisor verifies their time card by the **due date**.
- Accurate and complete timecards are the responsibility of the employee.

Clocking In/Out

1. Clocking in through time clock

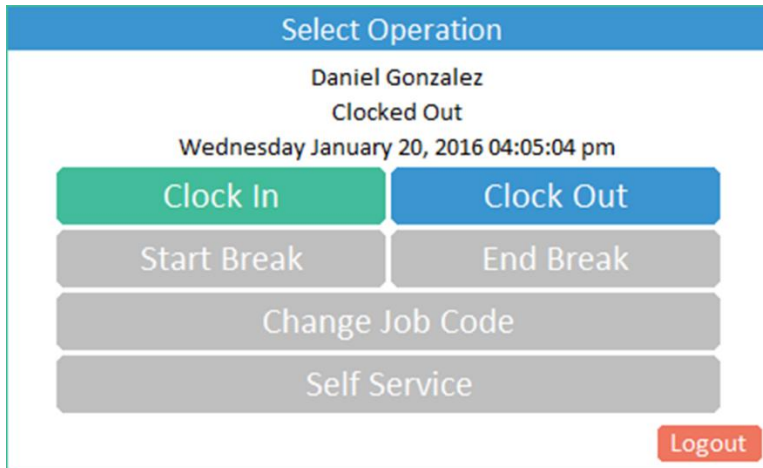
- In the ID section enter you A# without the "A" and leading "0"
Ex: **Your A# is: A00123456** then you would Enter:123456
- Press enter or continue.



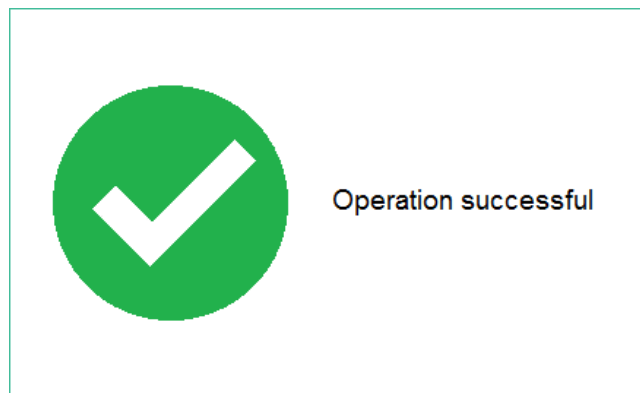
- Place your finger in the Bio Finger Reader.



- d. Select either Clock in or Clock out.



- e. Once you see the screen below you will you have successfully clocked in/out.



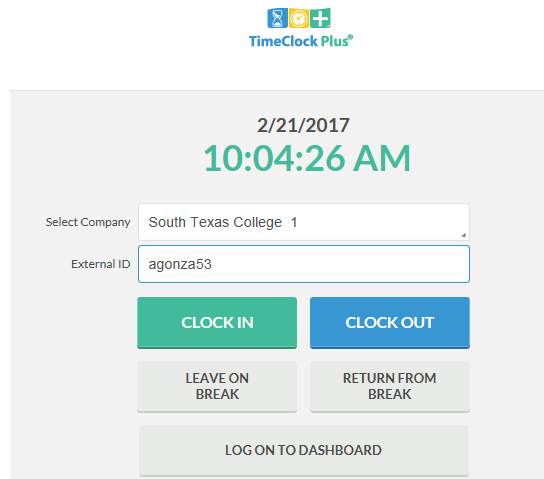
2. Clocking in/out using the computer webclock

- a. You can access the TimeClock Plus web clock through the link below.

<https://timeclock.southtexascollege.edu/app/webclock/#/EmployeeLogOn>

- b. In the External ID section place your username you use to log on to an STC computer.

c. Select **CLOCK IN** or **CLOCK OUT**.



TimeClock Plus®

2/21/2017
10:04:26 AM

Select Company: South Texas College 1

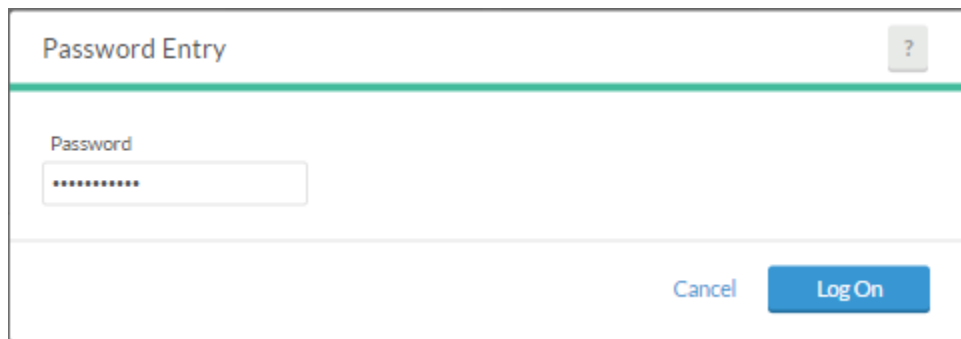
External ID: agonza53

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

d. The screen below will populate and you will enter your password for a STC computer and press log on.



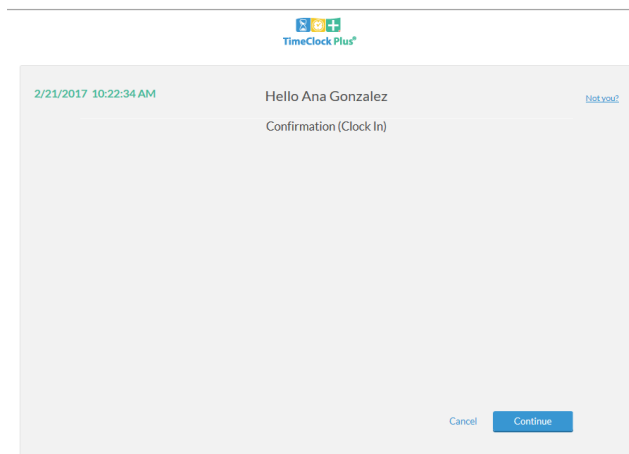
Password Entry

Password

.....

Cancel **Log On**

e. The screen below will appear and this is a confirmation for your Clock In/ Clock Out. Press Continue.



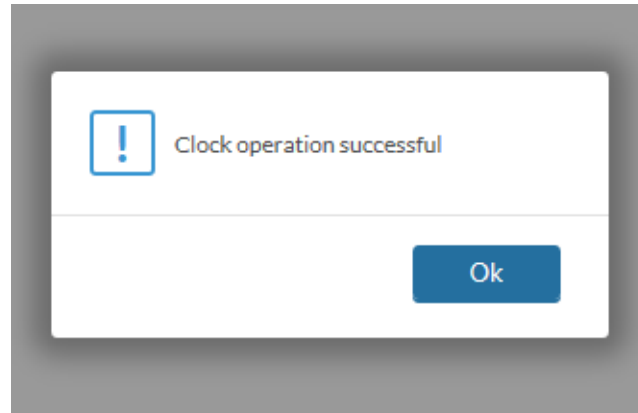
TimeClock Plus®

2/21/2017 10:22:34 AM Hello Ana Gonzalez [?/help](#)

Confirmation (Clock In)

Cancel **Continue**

- f. Once you see the screen below you will have successfully clocked In/Out press ok.



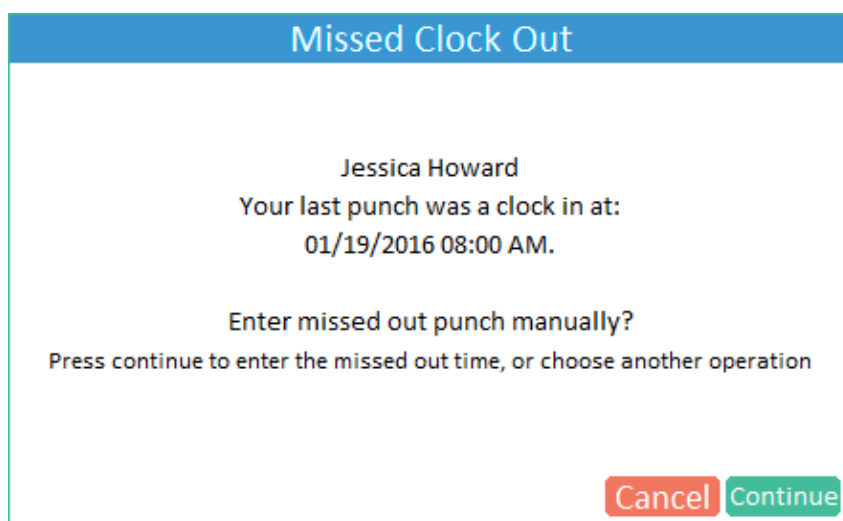
- The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network
 - If an employee used the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.

Missed Punch

To ensure accurate payroll processing and minimize missed punches please be sure to always clock in or out in assigned work area.

1. Entering in a missed punch through the time clock

- a. Clock will display the following screen when there is a missed punch. Press Continue.



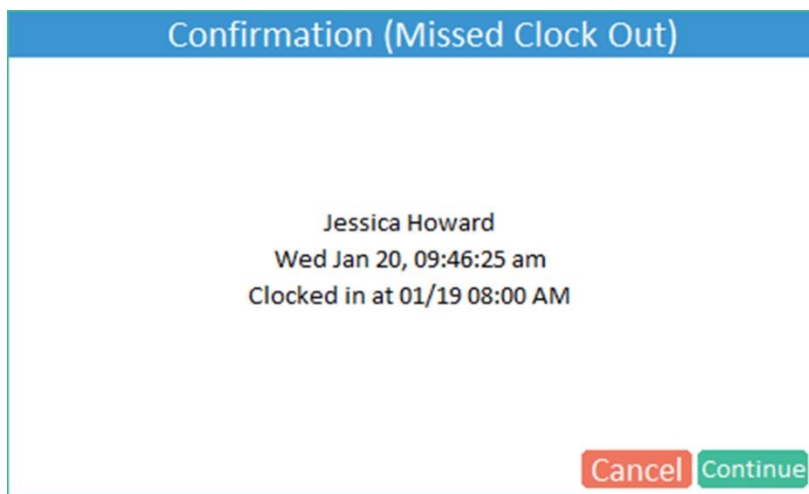
Missed Clock Out

Jessica Howard
Your last punch was a clock in at:
01/19/2016 08:00 AM.

Enter missed out punch manually?
Press continue to enter the missed out time, or choose another operation

Cancel Continue

- b. Press continue to confirm that you are trying to Clock in/out.

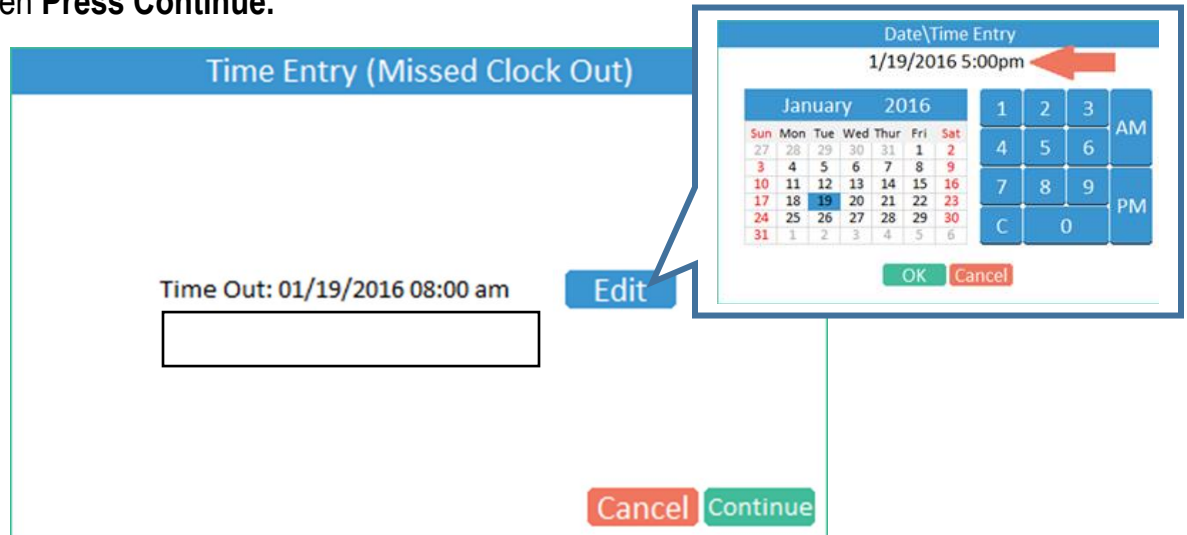


Confirmation (Missed Clock Out)

Jessica Howard
Wed Jan 20, 09:46:25 am
Clocked in at 01/19 08:00 AM

Cancel Continue

- c. Press the **Edit** button to **Enter** correct **Date** and **Time Missed** press **OK** then **enter a brief description** on why the punch was missed (max 100 Characters). Then **Press Continue**.



Time Entry (Missed Clock Out)

Time Out: 01/19/2016 08:00 am

Edit

Cancel Continue

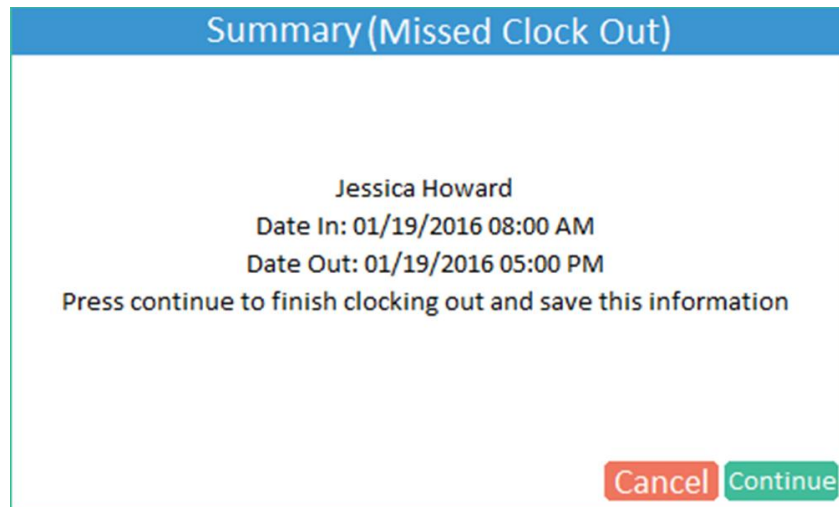
Date\Time Entry
1/19/2016 5:00pm

January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

1 2 3 AM
4 5 6
7 8 9 PM
C 0

OK Cancel

- d. The system will now give you a summary of your operation. **Press Continue**.

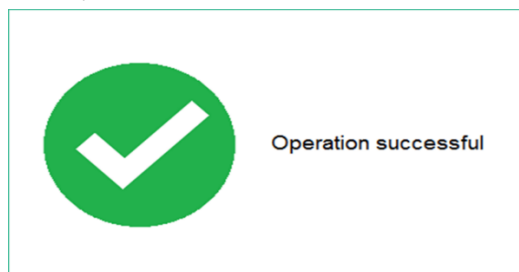


Summary (Missed Clock Out)

Jessica Howard
Date In: 01/19/2016 08:00 AM
Date Out: 01/19/2016 05:00 PM
Press continue to finish clocking out and save this information

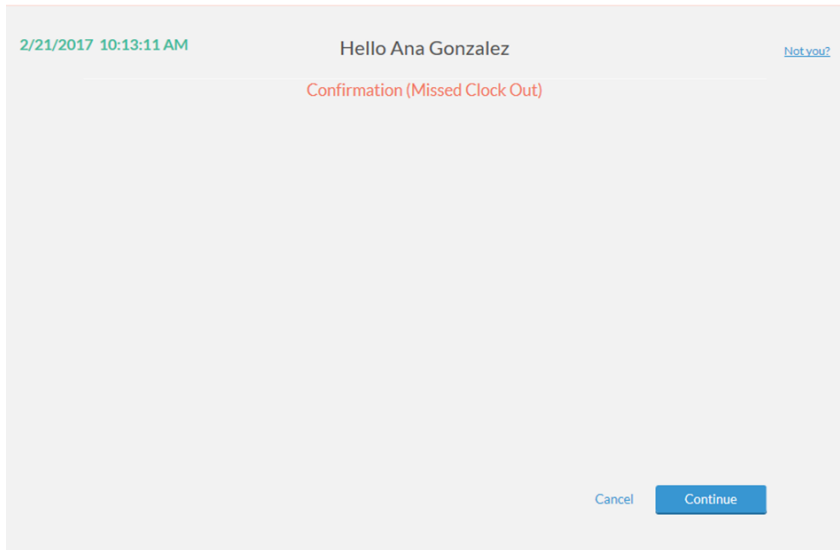
Cancel Continue

- e. Once you have successfully entered in the missed punch, the system will display the following.



2. Correcting a Missed Punch using the computer.

- a. Should you have a missed punch; the system will show the following screen
Press Continue.

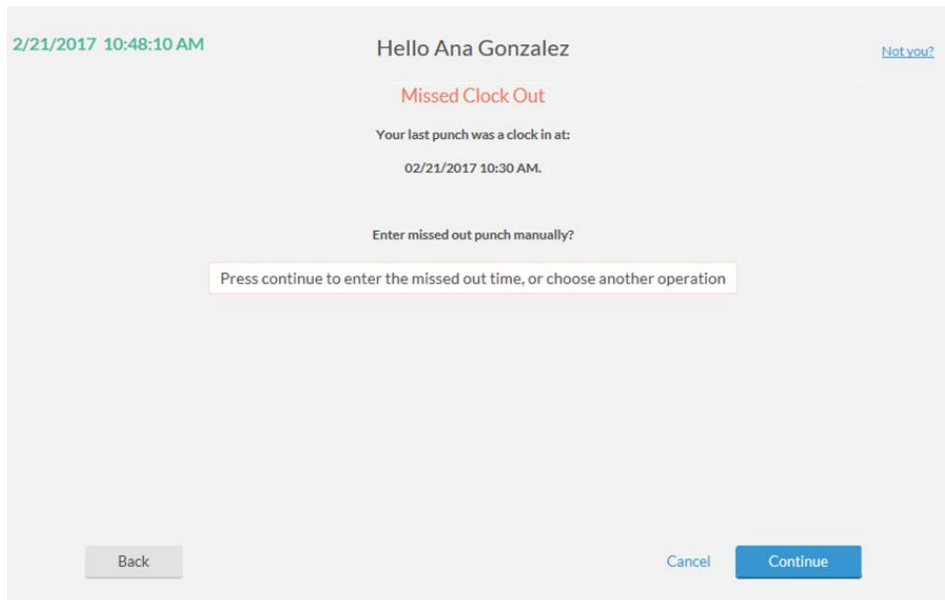


2/21/2017 10:13:11 AM Hello Ana Gonzalez [Not you?](#)

Confirmation (Missed Clock Out)

Cancel Continue

- b. Review and **Press Continue** again.



2/21/2017 10:48:10 AM Hello Ana Gonzalez [Not you?](#)

Missed Clock Out

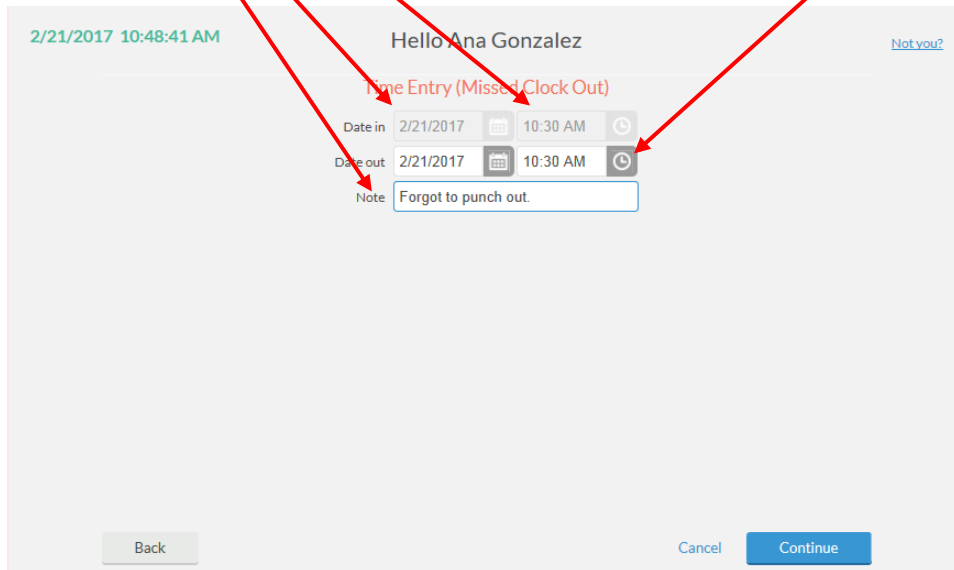
Your last punch was a clock in at:
02/21/2017 10:30 AM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

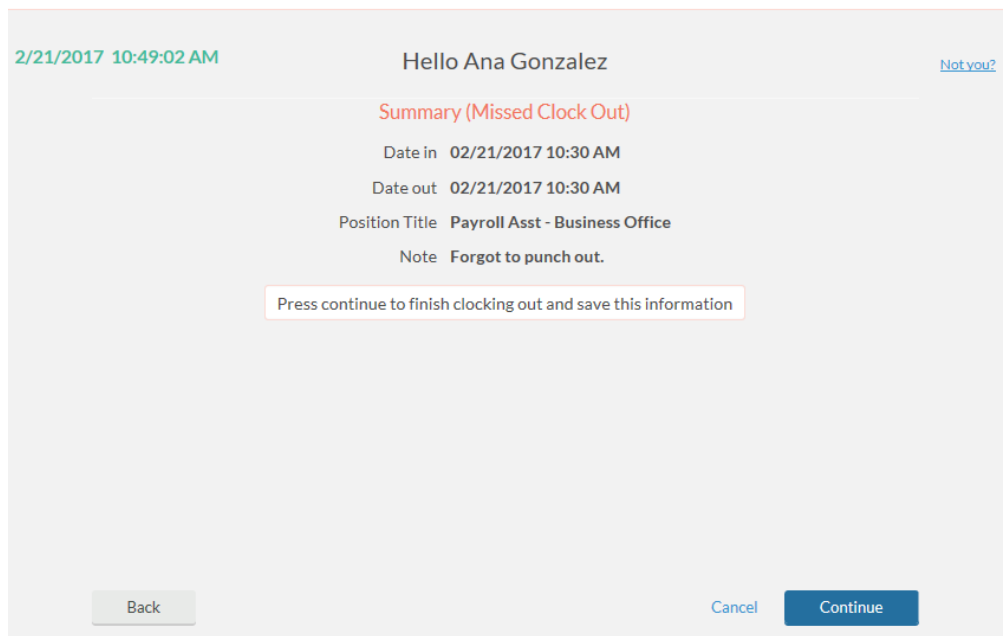
Back Cancel Continue

- c. Enter the **Date and Time** for the missed IN or OUT, a **description** and press **Continue**. (**Note is required**)



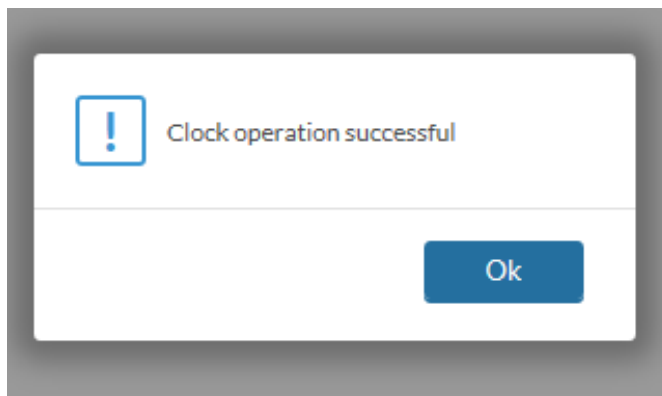
The screenshot shows the 'Time Entry (Missed Clock Out)' screen. At the top left, it displays '2/21/2017 10:48:41 AM'. The user is identified as 'Hello Ana Gonzalez' with a 'Not you?' link. The screen title is 'Time Entry (Missed Clock Out)'. There are two rows of input fields: 'Date in' with '2/21/2017' and '10:30 AM', and 'Date out' with '2/21/2017' and '10:30 AM'. A 'Note' field contains the text 'Forgot to punch out.'. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons. Red arrows point from the instruction text to the date and time fields, the note field, and the 'Continue' button.

- d. The system will provide a brief summary of your operation. **Press Continue**.



The screenshot shows the 'Summary (Missed Clock Out)' screen. At the top left, it displays '2/21/2017 10:49:02 AM'. The user is identified as 'Hello Ana Gonzalez' with a 'Not you?' link. The screen title is 'Summary (Missed Clock Out)'. The summary includes: 'Date in 02/21/2017 10:30 AM', 'Date out 02/21/2017 10:30 AM', 'Position Title Payroll Asst - Business Office', and 'Note Forgot to punch out.'. A message box at the bottom says 'Press continue to finish clocking out and save this information'. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons.

- e. Once you see the screen below you will have successfully corrected your missed punch as well as clocked in/out.



Requesting Leave

*All leave requests must be entered into TCP within 3 days of occurrence per the College's Employee Leave Procedures.

*Failure to request leave will result in the population of Unauthorized Absence Leave for any hours under 40 hours for the work week.

Please see excerpt from Policy #4511 Title Unauthorized Absence:

In the case of an unauthorized absence being an unexcused absence or an absence where the employee has not notified the supervisor in accordance with established procedures, the employee's pay will be docked for the amount of time absent. Disciplinary action may be initiated when necessary. An unauthorized absence of greater than two days may be treated as a voluntary resignation from employment with the College.

It is best practice to use the computer for requesting leave when possible. This will help reduce any bottlenecks for other employees ready to use the clock for punching in/out.

Due to high volume of activity, employees will not have access to any functions other than punching in/out during the times of 7:45am - 8:15am and 4:45pm - 5:15pm.

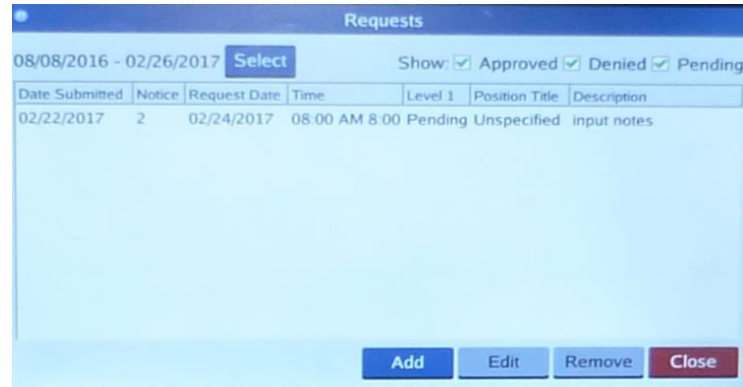
1. Requesting leave through the time clock.

- a. In the From the "Select Operation" screen, press
- b. Press the request button

Self Service



- c. Press the blue **Add** button.



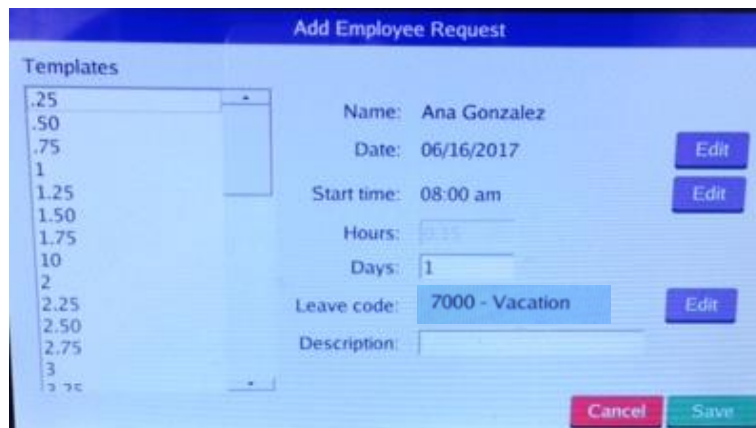
Requests

08/08/2016 - 02/26/2017 **Select** Show: Approved Denied Pending

Date Submitted	Notice	Request Date	Time	Level 1	Position Title	Description
02/22/2017	2	02/24/2017	08:00 AM 8:00	Pending	Unspecified	input notes

Add **Edit** **Remove** **Close**

- d. Using blue **Edit** button, enter date for leave requested, start time, and select the number of hours on the left hand side, Then enter the type of leave by selecting the blue Edit button. Enter brief description. (Ex. Vacation day)



Add Employee Request

Templates

- .25
- .50
- .75
- 1
- 1.25
- 1.50
- 1.75
- 10
- 2
- 2.25
- 2.50
- 2.75
- 3
- 3.75

Name: Ana Gonzalez

Date: 06/16/2017 **Edit**

Start time: 08:00 am **Edit**

Hours: 0:00

Days: 1

Leave code: 7000 - Vacation **Edit**

Description:

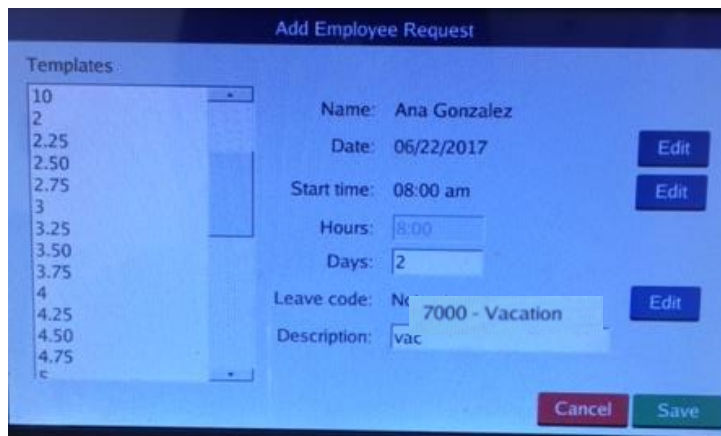
Cancel **Save**

If more than 1 day not starting on Monday you will need to do 2 entries.

First entry ex:

Choose the start date of the leave. This examples start on Thursday
06/22/2017.

Select start time, Hours, the number of day(s) up to Friday (will be 2 in this
example), type of leave, type in a brief description and press save.



Add Employee Request

Templates:

- 10
- 2
- 2.25
- 2.50
- 2.75
- 3
- 3.25
- 3.50
- 3.75
- 4
- 4.25
- 4.50
- 4.75
- 5

Name: Ana Gonzalez

Date: 06/22/2017

Start time: 08:00 am

Hours: 8:00

Days: 2

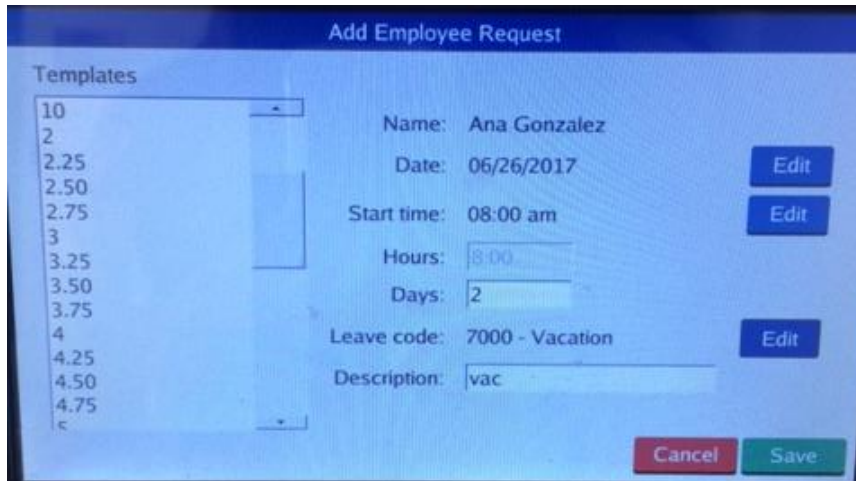
Leave code: 7000 - Vacation

Description: vac

Second entry ex:

Choose the start date of the leave. This example start on Monday 06/26/2017

Select start time, Hours, the number of day(s) up to Friday (will be 2 in this example), type of leave, type in a brief description and press save.



Add Employee Request

Templates

10	-
2	
2.25	
2.50	
2.75	
3	
3.25	
3.50	
3.75	
4	
4.25	
4.50	
4.75	
5	

Name: Ana Gonzalez

Date: 06/26/2017

Start time: 08:00 am


Hours: 8:00

Days: 2

Leave code: 7000 - Vacation

Description: vac

- e. Once complete press save. The system will populate the screen below indicating that you request has been submitted for review.



Request

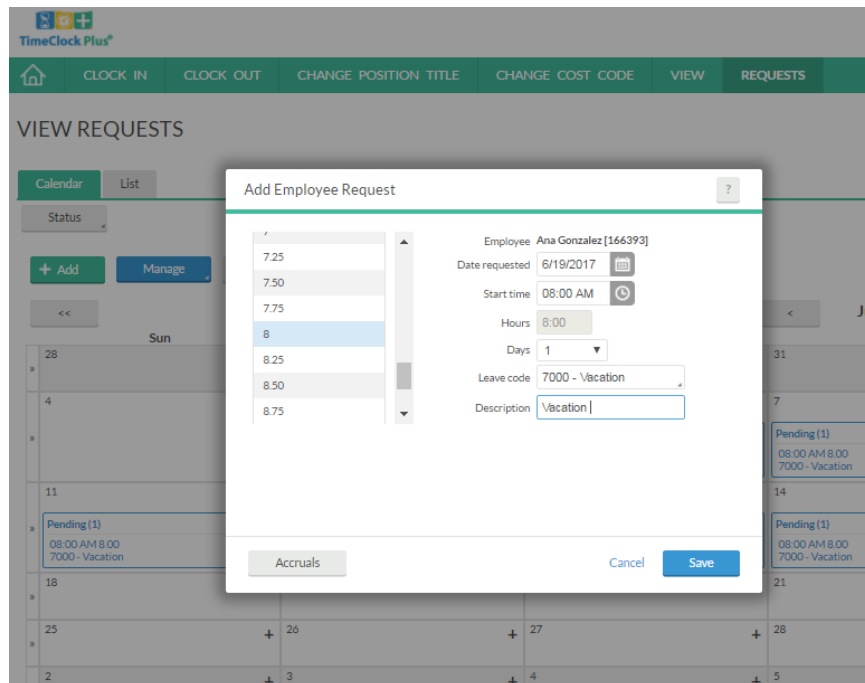
The request has been submitted for review.

Note: The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network.

- If an employee used the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.

2. How to place a leave request through the computer.

- Log in to **Dashboard**
- Go to the **Request** tab
- Select the **Add** button
- Select the **date**, the **start time**, amount of leave to be taken (located on your left hand side) **Leave code**, a brief **description** and press **Save**.



The screenshot shows the 'Add Employee Request' dialog box in the TimeClock Plus interface. The dialog is open over a calendar view. The fields in the dialog are:

- Employee: Ana Gonzalez [166393]
- Date requested: 6/19/2017
- Start time: 08:00 AM
- Hours: 8:00
- Days: 1
- Leave code: 7000 - Vacation
- Description: \vacation|

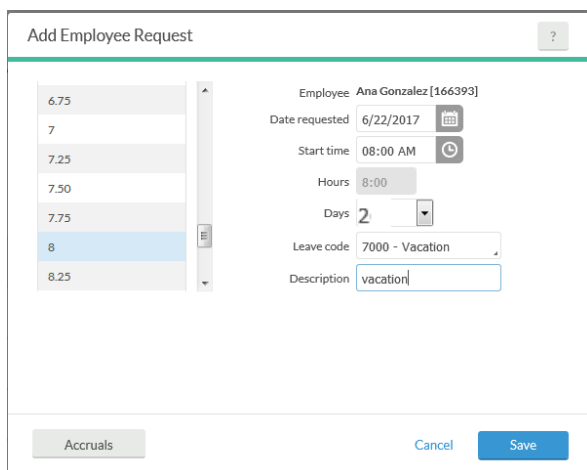
Buttons at the bottom of the dialog are 'Accruals', 'Cancel', and 'Save'.

If more than 1 day not starting on Monday you will need to do 2 entries.

First entry ex:

Choose the start date of the leave. This examples start on Thursday
06/22/2017.

Select start time, Hours, the number of day(s) up to Friday (will be 2 days in
this example), type of leave, type in a brief description and press save.



Add Employee Request ?

Employee: Ana Gonzalez [166393]

Date requested: 6/22/2017

Start time: 08:00 AM

Hours: 8:00

Days: 2

Leave code: 7000 - Vacation

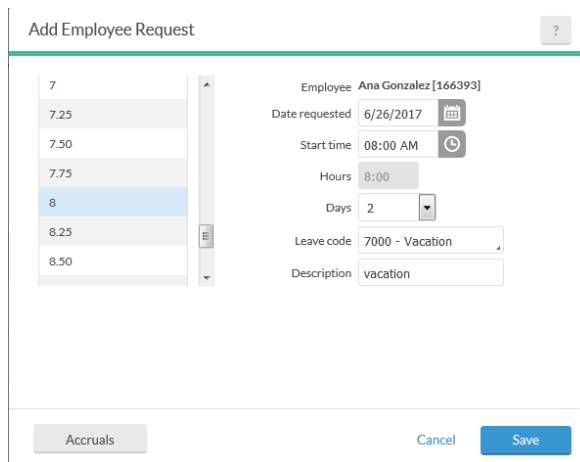
Description: vacation

Accruals Cancel Save

Second entry ex:

Choose the start date of the leave. This example start on Monday
06/26/2017.

Select start time, Hours, the number of day(s) up to Friday (will be 2 in this
example), type of leave, type in a brief description and press save.



Add Employee Request ?

Employee: Ana Gonzalez [166393]

Date requested: 6/26/2017

Start time: 08:00 AM

Hours: 8:00

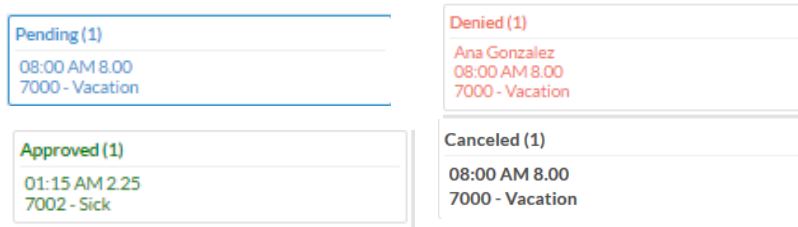
Days: 2

Leave code: 7000 - Vacation

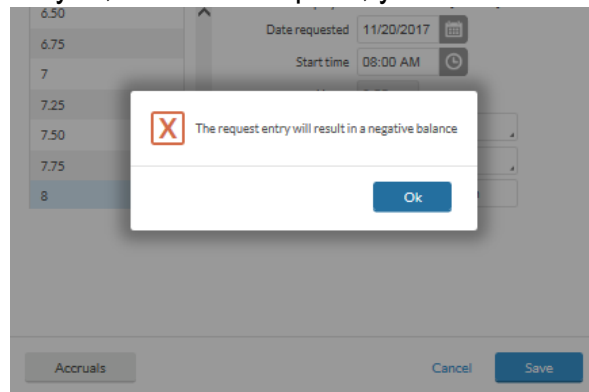
Description: vacation

Accruals Cancel Save

- e. Once complete it should appear in your calendar in blue and pending. Your supervisor will be notified via email that there is a pending request. When request is still pending status, you can revise or delete it. When request is approved, any revisions or deletions can only be done by supervisor. When request is approved, you can cancel request before the starting time of your leave.



- f. If you are requesting leave and you do not have enough accrual balance, you will be getting the message below. (*The request entry will result in a negative balance*). In case that the vacation is for a couple of months in advance then you will need to have your supervisor enter the request for you, since at that point, you will have accumulated the leave.



Note: You are responsible for requesting leave within your available balances. Please reference Jagnet or contact the HR Benefits Staff at 956-872-4448 for assistance regarding your leave balances.

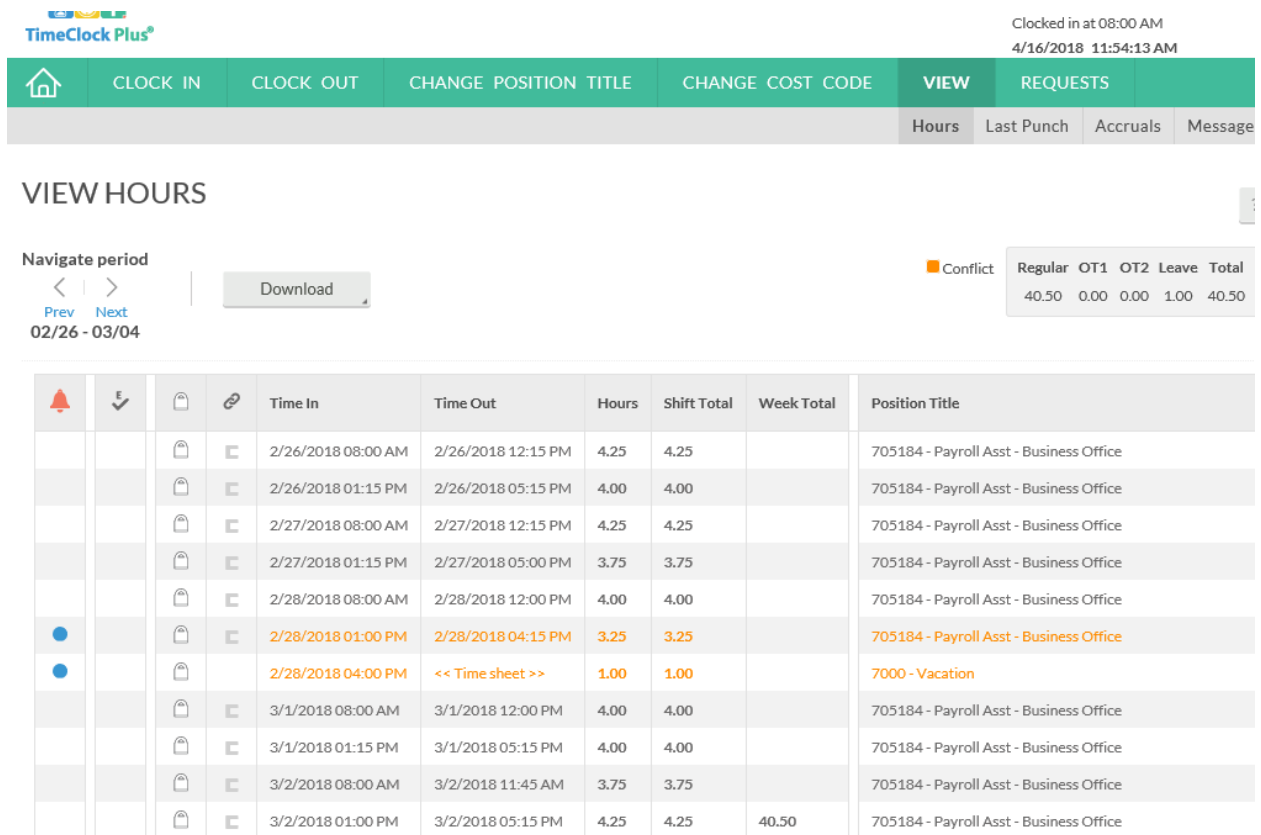
Note: If you need your leave to be adjusted after it has been approved, you will need to contact your supervisor as you no longer have access to modify request once approved or denied. You can discuss with your supervisor how to best communicate changes.

Conflicting Shift

When verifying your timecard please be aware that there is no shifts that are conflicting. Conflicting shift is when a segment shares time with another segment and it will display in orange. Please see example below.

If the pay period has not been locked your supervisor can go ahead and edit the segment with the correct time using reasonable justification (email) from the employee.

If the pay period is locked you will need to submit a leave adjustment request form to fix the leave to the correct time. Original form will need to be submitted to the office of Human Resources-Benefits Specialist.



The screenshot shows the TimeClock Plus interface for a user. At the top right, it says "Clocked in at 08:00 AM 4/16/2018 11:54:13 AM". The navigation bar includes buttons for "CLOCK IN", "CLOCK OUT", "CHANGE POSITION TITLE", "CHANGE COST CODE", "VIEW", and "REQUESTS". Below the navigation bar, there are tabs for "Hours", "Last Punch", "Accruals", and "Message". The main section is titled "VIEW HOURS". On the left, there is a "Navigate period" section with "Prev" and "Next" buttons, and a "Download" button. The date range is "02/26 - 03/04". On the right, there is a legend for "Conflict" (orange square) and a summary table:

Regular	OT1	OT2	Leave	Total
40.50	0.00	0.00	1.00	40.50

The main table displays the following data:

Time In	Time Out	Hours	Shift Total	Week Total	Position Title
2/26/2018 08:00 AM	2/26/2018 12:15 PM	4.25	4.25		705184 - Payroll Asst - Business Office
2/26/2018 01:15 PM	2/26/2018 05:15 PM	4.00	4.00		705184 - Payroll Asst - Business Office
2/27/2018 08:00 AM	2/27/2018 12:15 PM	4.25	4.25		705184 - Payroll Asst - Business Office
2/27/2018 01:15 PM	2/27/2018 05:00 PM	3.75	3.75		705184 - Payroll Asst - Business Office
2/28/2018 08:00 AM	2/28/2018 12:00 PM	4.00	4.00		705184 - Payroll Asst - Business Office
2/28/2018 01:00 PM	2/28/2018 04:15 PM	3.25	3.25		705184 - Payroll Asst - Business Office
2/28/2018 04:00 PM	<< Time sheet >>	1.00	1.00		7000 - Vacation
3/1/2018 08:00 AM	3/1/2018 12:00 PM	4.00	4.00		705184 - Payroll Asst - Business Office
3/1/2018 01:15 PM	3/1/2018 05:15 PM	4.00	4.00		705184 - Payroll Asst - Business Office
3/2/2018 08:00 AM	3/2/2018 11:45 AM	3.75	3.75		705184 - Payroll Asst - Business Office
3/2/2018 01:00 PM	3/2/2018 05:15 PM	4.25	4.25	40.50	705184 - Payroll Asst - Business Office

*Sometimes the conflict shift may be ok if you worked during the holidays.

Time Card Verification

It is best practice to use TCP's online web access for verifying time cards and hours when possible. This will help reduce any bottlenecks for other employees ready to use the clock for punching in/out.

- The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network.
 - If an employee used the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.

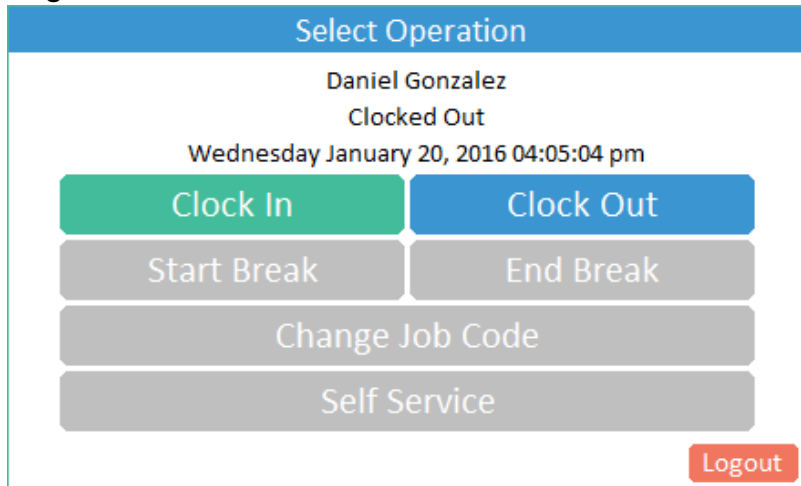
It's is best practice to review and approve your hours on a daily basis. In TimeClock Plus, we are able to review and approve hours on a daily basis rather than waiting for the end of the pay period.

The exception to this requirement will be segments created by BO_Admin such as punches for populated unauthorized absence leave due to the employee working less than 40 hours work week.

If you did not verify your hours before the deadline, make sure to print out your timecard, sign it and give it to your supervisor. This will need to remain on file in the department and available for audit for 4 years for non-grant funded employees and 10 years for grant funded employees.

Verifying time cards using the time clock.

a. Log on to the self service



The screenshot shows a web interface for 'Select Operation'. At the top, it displays the user's name 'Daniel Gonzalez' and status 'Clocked Out'. Below this, the date and time are shown as 'Wednesday January 20, 2016 04:05:04 pm'. The main menu consists of several buttons: 'Clock In' (green), 'Clock Out' (blue), 'Start Break' (grey), 'End Break' (grey), 'Change Job Code' (grey), and 'Self Service' (grey). A 'Logout' button is located in the bottom right corner.

b. Select view hours.

Self Service

View Hours

View Schedules

Last Punch

Messages

View Accruals

Requests

Cancel

c. Examine the time information. If everything is correct, press the Checkbox in the Aprv column next to the segment.

04/24 - 04/30

Regular: 40:00 OT1:0:00 Ot2:0:00 Leave:0:00 Total: 40:00

Aprv	Note	Brk	Time In	Time Out	Job Code	Hours	Break	Track1	
<input checked="" type="checkbox"/>			4/25 08:00 AM	4/25 12:00 PM	10 - Sales	4:00	60u		▲
<input checked="" type="checkbox"/>			4/25 01:00 PM	4/25 05:00 PM	10 - Sales	4:00			
<input checked="" type="checkbox"/>			4/26 08:00 AM	4/26 12:00 PM	10 - Sales	4:00	60u	▲	
<input checked="" type="checkbox"/>			4/26 01:00 PM	4/26 05:00 PM	10 - Sales	4:00			
<input type="checkbox"/>			4/27 08:00 AM	4/27 12:00 PM	10 - Sales	4:00	60u	▲	
<input type="checkbox"/>			4/27 01:00 PM	4/27 05:00 PM	10 - Sales	4:00			
<input type="checkbox"/>			4/28 08:00 AM	4/28 12:00 PM	10 - Sales	4:00	60u	▼	
<input type="checkbox"/>			4/28 01:00 PM	4/28 05:00 PM	10 - Sales	4:00			

< Period

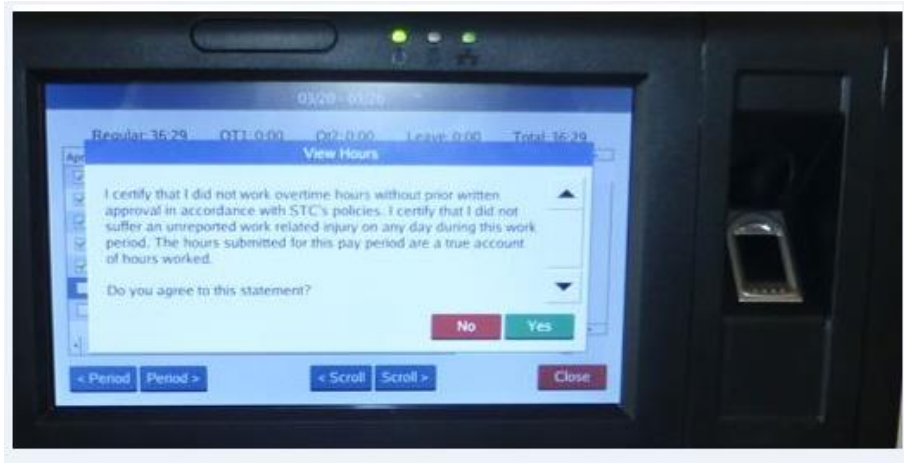
Period >

< Scroll

Scroll >

Cancel

- d. Every time you approve your hours, you will receive this notice. It is the same certification as in our previous timekeeping system. If you agree to this statement, click on Yes.



2. Verifying time card using the computer.
 - a. Log on to TCP Dashboard
 - b. Go to View → Hours
 - c. Then choose the dates you want to review and approve. If correct, then click the column under E and checkmark indicating Employee approval.

Time In	Time Out	Hours	Shift Total	Week Total	Position Title
2/13/2017 09:00 AM	2/13/2017 05:00 PM	8:00	8:00		7000 - Vacation
2/14/2017 09:00 AM	2/14/2017 05:00 PM	8:00	8:00		7000 - Vacation
2/15/2017 09:00 AM	2/15/2017 05:00 PM	8:00	8:00		7000 - Vacation
2/16/2017 10:15 AM	2/16/2017 10:30 AM	0:15	0:15		715 - Payroll Asst - Business Office
2/16/2017 11:00 AM	2/16/2017 12:00 PM	1:00	1:00		715 - Payroll Asst - Business Office
2/17/2017 09:00 AM	2/17/2017 05:00 PM	8:00	8:00	33:15	715 - Payroll Asst - Business Office

- d. Every time you approve your hours, you will receive this notice. It is the same certification as in our previous timekeeping system. If you agree to this statement, click on Yes.

718184 - Accounting Group Manager

718

718

?

I certify that I did not work overtime hours without prior written approval in accordance with STC's policies. I certify that I did not suffer an unreported work related injury on any day during this work period. The hours submitted for this pay period are a true account of hours worked.

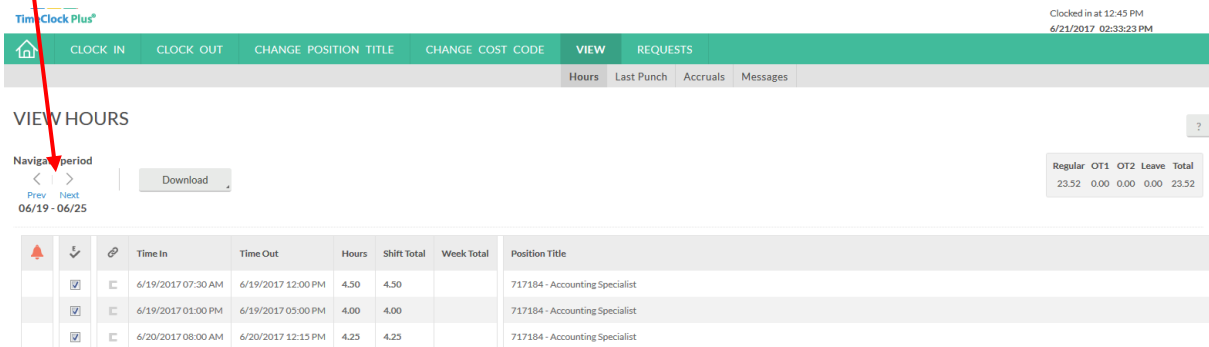
Do you agree to this statement?

Cancel Yes

Print out Timecard

If employee did not or was not available to verify timecard before the deadline, then the employee should print the timecard and should be signed by both the employee and supervisor. Signed timecard must be kept for 4 years for non-grant funded employees and 10 years for grant funded employees. See steps below.

1. Log on to Dashboard → go to View → Hours → Select the pay week you would like to print → Press Download → Select PDF → Once it has finished processing press download. Once Adobe opens go to file, print.



TimeClock Plus® Clocked in at 12:45 PM 6/21/2017 02:33:23 PM

Home CLOCK IN CLOCK OUT CHANGE POSITION TITLE CHANGE COST CODE VIEW REQUESTS

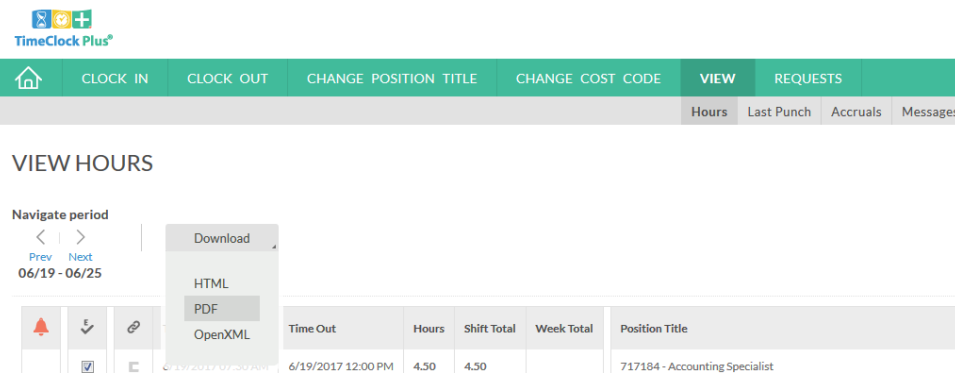
Hours Last Punch Accruals Messages

VIEW HOURS ?

Navigate period 06/19 - 06/25 Download

Regular	OT1	OT2	Leave	Total
23.52	0.00	0.00	0.00	23.52

<input type="checkbox"/>	<input type="checkbox"/>	Time In	Time Out	Hours	Shift Total	Week Total	Position Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/19/2017 07:30 AM	6/19/2017 12:00 PM	4.50	4.50		717184 - Accounting Specialist
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/19/2017 01:00 PM	6/19/2017 05:00 PM	4.00	4.00		717184 - Accounting Specialist
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/20/2017 08:00 AM	6/20/2017 12:15 PM	4.25	4.25		717184 - Accounting Specialist



TimeClock Plus®

Home CLOCK IN CLOCK OUT CHANGE POSITION TITLE CHANGE COST CODE VIEW REQUESTS

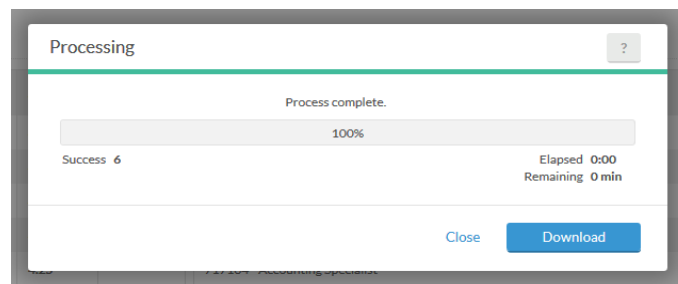
Hours Last Punch Accruals Messages

VIEW HOURS ?

Navigate period 06/19 - 06/25 Download

- HTML
- PDF**
- OpenXML

Time Out	Hours	Shift Total	Week Total	Position Title
6/19/2017 12:00 PM	4.50	4.50		717184 - Accounting Specialist



Processing ?

Process complete.

100%

Success 6 Elapsed 0:00 Remaining 0 min

Close Download

Do's and Don'ts for TCP

Do's for Clock In/Out	Don'ts for Clocking In/Out
<p>Do's</p> <ul style="list-style-type: none"> ➤ Clock in/out using the time clock in your department's building or your assigned STC computer when entering or leaving work. ➤ Properly clock in/out at scheduled time to begin/finish work. ➤ Arrive and depart your working assignment according to your schedule. ➤ Use STC Time Adjustment Request Form (BO-7700) for working travel hours. ➤ Review and verify your timecard timely on TCP, before weekly deadline. ➤ Keep all payroll related documentation available for auditing for 4 years for non-grant funded employees and 10 years for grant funded employees. New payroll retention period. <p>Any forms of abuse are considered acts of fraud. Auditors review exceptions and request justifications.</p>	<p>Don'ts</p> <ul style="list-style-type: none"> ➤ Don't share your TimeClock Plus online web access username and password. ➤ Clock in/out through the College's wireless network utilizing personal equipment. ➤ Abuse working hours. <ul style="list-style-type: none"> ➤ Clock in/out or authorize another individual to clock you in/out for non-working hours. ➤ Clock in/out in a building you don't work in to adjust your arrival/departure time. ➤ Clock in, go park your car, and then go back to work. ➤ Clock in/out of another building when going to lunch or returning from lunch. ➤ Clock in and use working time for personal use. ➤ Do not abuse 15 minute rounding time setups in TCP. ➤ Overuse the STC Time Adjustment Request Form (BO-7700) to adjust your working hours. Frequent use of this form, which will be displayed in your timecard, may cause audit issues.

Please visit the link below where we provide additional training material.

www.southtexascollege.edu/go/timeclock

or

<https://finance.southtexascollege.edu/businessoffice/timeclock.html>

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