

**SUBJECT:** *TimeForce by Qquest Time Clock System Instructions and Do's and Don'ts for Clocking In/Out*

**FROM:** Business Office

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Non-exempt employees will clock in and out using TimeForce by Qquest's system. Time and attendance data can be input into TimeForce using either a computer via online web or a time clock.

Below are online web time entry and time clock instructions for non-exempt employees.

### Online Punch In/Out Procedures

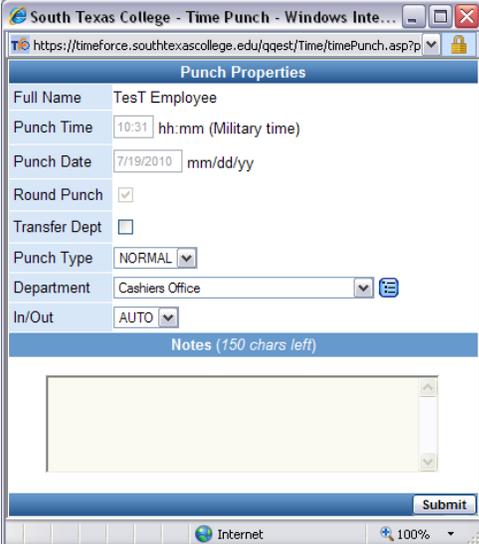
1. Call the Business Office TimeForce Administrator at 872-4629 to get issued a username and password.
  2. Open Internet Explorer and go to <https://timeforce.southtexascollege.edu/qquest/login/login.asp>
  3. Enter username and password.
  4. Enter the company code: “southtexascollege.”
  5. Place a check in the box next to “Remember Me.” This will keep the username and the company code in the login page but not the password. Do not check the Remember Me box if you are using a shared computer.
- Right after first time login, you will be prompted to change the password. Delete the black dots, create your own password, and then click update.



The screenshot shows a web browser window titled "TimeForce - Version 2.7". The login form includes the following elements:

- Username input field
- Password input field
- Company Code input field with "southtexascollege" entered
- A checked checkbox labeled "Remember Me"
- A link labeled "Forgot Password?"
- A "Login" button with a right-pointing arrow
- The TimeForce logo, which includes the text "TimeForce" and "powered by Qquest software systems"

- Once you are logged in, look for the “in/out” button on the top right corner of the screen. Click on  button. The following window will pop up.



- Click “Submit” and your punch will be entered on your timecard.
- Click on  button to log out of TimeForce. It is important that you log out to ensure personal security. Repeat these steps for additional punches to capture time worked.

*Note: Please disable pop up blocker for this website. To allow pop ups temporarily hold the “CTRL” button down when you click the “in/out” button.*

### **Time Clock Punch In/Out Procedures**

- Enter the last 4 digits of SSN or assigned card ID, and then press Enter.
- Place your right Index finger on the biometric reader.
- Press Enter.
- Verify on the screen and listen for the single “beep” indicating your punch has been accepted.

### **Do’s and Don’ts for Clocking In/Out**

#### Do’s

- 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 appropriate time to begin/finish work.
- Use STC Time Adjustment Request Form (BO-7700) when correcting a punch.
- Use STC Employee Leave Form when requesting sick, vacation, leave w/out pay, funeral or personal leave.

## Don'ts

1. Share your TimeForce online web access username and password.
2. Abuse working hours.
  - a. Clock in/out or authorize another individual to clock you in/out for non-working hours.
  - b. Clock in/out in a building you don't work in to adjust your arrival/departure time.
  - c. Clock in, go park your car, and then go back to work.
  - d. Clock in/out of another building when going to lunch or returning from lunch.
  - e. Clock in and use working time for personal use.
  - f. 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.

If you have any questions, please call the Business Office Payroll Department at 872-4629, 872-4614 or 872-4674.

Thank you for your continued cooperation.

## Time Clock Locations

If you have any questions, please contact the Business Office at (956) 872-4629, 872-4614 or 872-4674.

### PECAN CAMPUS

<b>Building</b>	<b>Room</b>	<b>Description</b>
X	154	Open area
B	B117 & B118	Hallway between both room numbers
C	Front Counter	Next to Copy Machine
E	E110	Hallway
F	F178	1 <sup>st</sup> Floor Hallway
G	G216	Faculty Lounge
H	H212	Waiting area-off the elevator to the right
J	L-2.802	
K	Kiosk	1st floor next to kiosk in front of the Student Info Center
K		1st floor by cashiers back door
K	K2.500	2nd floor
L	153	Hallway wall thru corridor 153
M	Open Area	1st floor-left side of room 160
N	Open Area	Close to south exit door

### NAH CAMPUS

<b>Building</b>	<b>Room</b>	<b>Description</b>
NAH	Break Room	1st floor Hallway in new construction side
NAH	Copy Room	4th floor-Next to data room 4202

### MID-VALLEY CAMPUS

<b>Building</b>	<b>Room</b>	<b>Description</b>
B	B202C	Work Room-west wall
D	103	Workforce Area-west wall
E	E117	Main Hall in front of Library Circulation Area-west wall
F	F114	Career Center-west wall
G	G140	East Wall
WE	216	Childcare

### TECHNOLOGY CAMPUS

<b>Building</b>	<b>Room</b>	<b>Description</b>
East	Atrium	Next to Student Information Center
West	Atrium	Next to Information Center

### STARR COUNTY CAMPUS

<b>Building</b>	<b>Room</b>	<b>Description</b>
A	A113	West side of outside wall of A113
B	B201	Next to door on corner of outer wall of room B201A
D	D1.152	Inside WR 1.152, left side wall from entrance door
F	F1.522	Outside wall of 1.522
E	Open Area	Faculty offices hallway, on the wall next to E2-708
G	G1.202	Outer wall of Network room

### PECAN PLAZA

<b>Building</b>	<b>Room</b>	<b>Description</b>
Human Resources		Reception