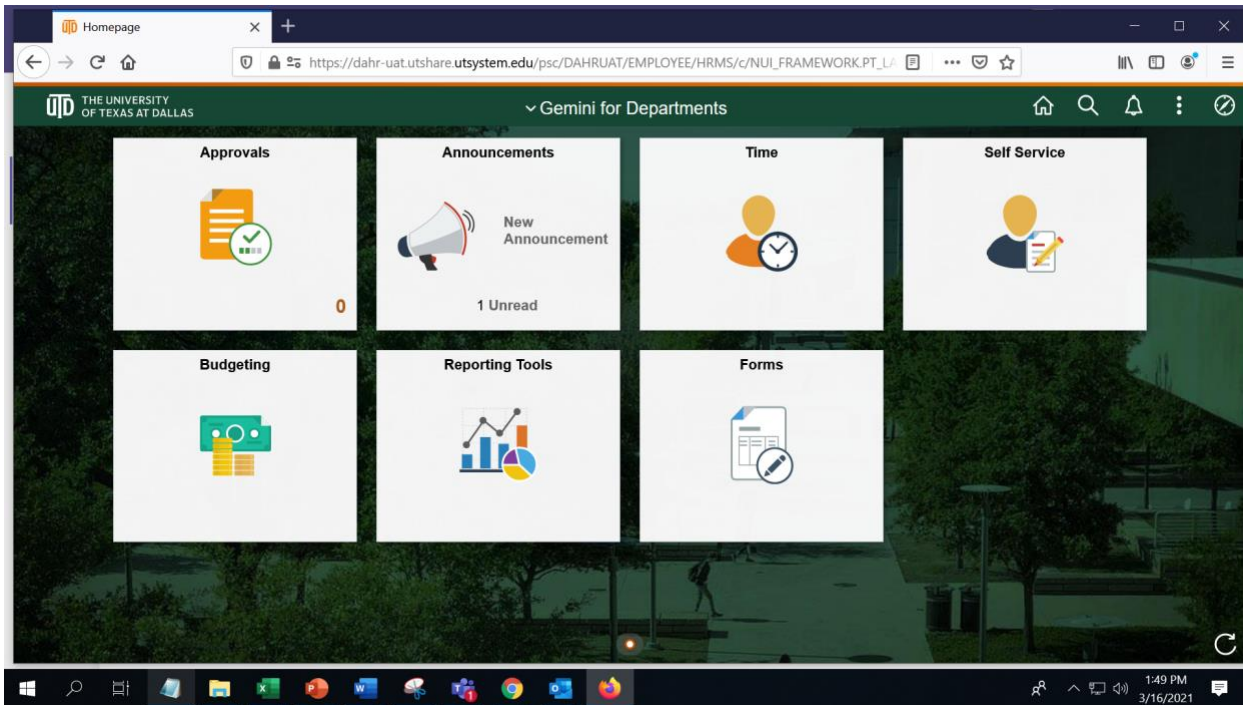
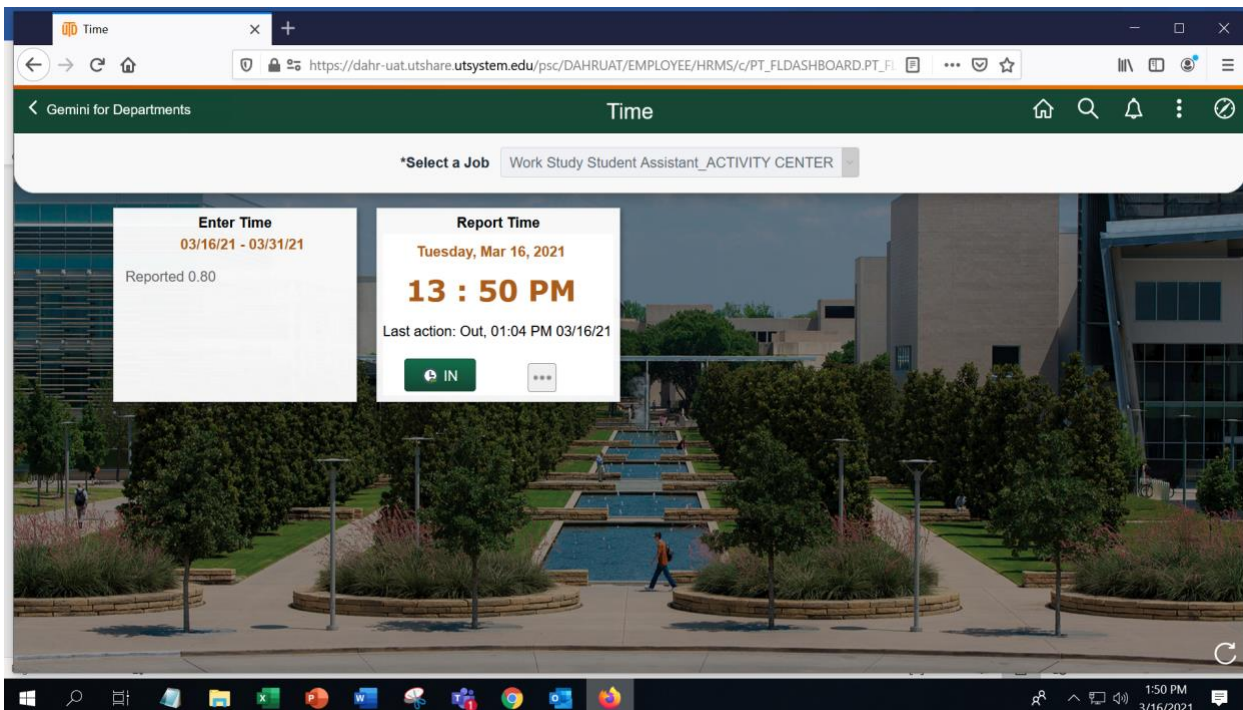


WEB CLOCK USER GUIDE

1. The Time tile is located on the Gemini for Departments homepage. Student workers might not default to this homepage and can navigate to it by using the drop down menu in the center of the top bar.



2. When accessing the Time tile, a Web Clock user will find two tiles - Report Time and Enter Time. If an hourly employee has multiple active jobs, the correct job title/department should be selected.
3. Web Clock users will report time worked by using the IN / OUT icon on the Report time tile in order to punch in and punch out when beginning or ending a work shift.



4. If the Web Clock user wants to view previously reported time, they will use the Enter Time tile to view their timesheet.

The screenshot shows a web browser window with the URL https://dahruat.utshare.utsystem.edu/psc/DAHRUAT/EMPLOYEE/HRMS/c/TL_EMPLOYEE_FL_TL_ENTER_TII. The page title is "Enter Time". Below the title, there is a navigation bar with "Time" and "Enter Time" links. The main content area displays a weekly timesheet for the period "14 March - 20 March 2021". The timesheet shows the following data:

Day Summary	IN	OUT	Comments
14 Mar Sunday Reported 0.00			
15 Mar Monday Reported 0.00			
16 Mar Tuesday Reported 0.80	12:15PM	1:04PM	
17 Mar Wednesday Reported 0.00			

Buttons for "Save for Later" and "Submit" are visible on the right side of the timesheet. The bottom of the browser window shows the Windows taskbar with various application icons and the system clock indicating 1:50 PM on 3/16/2021.

5. If a Web Clock user notices errors in their reported time, they will contact their supervisor or the department time administrator to request correction. The supervisor or time admin can then review/correct the timesheet by navigating to the Time Administration tile on the Gemini for Departments homepage and selecting the UTD Timesheet - View & Approve link.

The screenshot shows the "Gemini for Departments" homepage of The University of Texas at Dallas. The page features a grid of tiles for various departmental functions:

- Approvals**: Indicated by a document icon with a checkmark and a red "3" in the bottom right corner.
- Self Service**: Indicated by a person icon with a checkmark.
- Announcements**: Indicated by a megaphone icon, with "Helpful Tips" and "0 Unread" text.
- Personnel Info/Actions**: Indicated by a group of people icon.
- Time**: Indicated by a person icon with a clock.
- NTR**: Indicated by a calendar icon with a clock.
- Budgeting**: Indicated by a stack of coins icon.
- Time Administration**: Indicated by a document icon with a clock.

The top of the page includes the University of Texas at Dallas logo and the text "Gemini for Departments". The bottom of the browser window shows the Windows taskbar with various application icons and the system clock indicating 1:50 PM on 3/16/2021.

Payable Time

+

https://dah-prd.utshare.utsystem.edu/psc/DAHRPRD/EMPLOYEE/HRMS/c/NUL_FRAMEWORK.PT_AGSTARTP

Home Search Notifications

Gemini for Departments

Time Administration

Home Search Notifications

Approve Payable Comp Time

Enroll Employee Approver

UTD Timesheet - View & Approve

ePAR Actions

ePUR - Position Update/Request

Job Data

Modify a Person

Review Paycheck

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Employee ID	
Last Name	
First Name	
Department	

Get Employee

Clear Criteria

Save Criteria

Change Time in View

Start Date

02/14/2021

End Date

03/21/2021