



## **How Do I? Clock In and Out with eTime Clock**

PeopleSoft version 8

### **To Punch In:**

1. Remember to always read the Display. The Time Clock first requests "**Enter SSN.**"

**Key** in your **Social Security Number**, and press **Enter**.

2. The Time Clock then instructs you to "**Press Function Key.**"

**Click** on the "**START**" button.

3. The Time Clock will then request your "**Department number.**"

**Key** in the **4-digit Department number** you are working in, including your home department, then press **Enter**.

4. The Time Clock will then read "**Start Punch Accepted.**"

### **To Punch Out:**

1. Remember to always read the Display. The Time Clock first requests "**Enter SSN.**"

**Key** in your **Social Security Number**, and press **Enter**.

2. The Time Clock then instructs you to "**Press Function Key.**"

**Click** on the "**END**" button.

3. The Time Clock will then read "**End Punch Accepted.**"

### **To Change Departments:**

1. Remember to always read the Display. The Time Clock first requests "**Enter SSN.**"

**Key** in your **Social Security Number**, and press **Enter**.

2. The Time Clock then instructs you to "**Press Function Key.**"

**Click** the "**SWITCH**" button.

3. The Time Clock will then request your "**Department number.**"

**Key** in that **4-digit Department number** that you are working in, including your home department, then press **Enter**.

4. The Time Clock will then read "**Change Punch is Accepted.**"

### **Installing a Shortcut to LEO TimeCentre eTime Clock on your Work Station**

1. To **install** the shortcut, the **work station** must have **Internet Explorer 5** installed. **Right-click** on the screen and be sure not to double-click on the icon.

2. **Click** (left click) on **New**.

3. **Click** on **Shortcut**.

4. **Key** in the following **address** on the **Command line** exactly as written here:

"c:\Program Files\Internet Explorer\IEXPLORE.EXE"  
[www.selu.edu/timeclock](http://www.selu.edu/timeclock)

5. **Click** on the **Next** button.

6. **Key** in **eTime Clock** to name the icon.

7. **Click** on **Finish**.

## If Your Shortcut Doesn't Work

1. **Right click** on the **eTime Clock** icon you created.
2. **Click** on **Properties**.
3. **Click** on **Shortcut**
4. **Check** the **URL (web address)** and make sure it reads exactly as indicated above.

**Check** to see that *letters* that should be in *caps* are, that *backward slashes* or *forward slashes* are correct, and *quotation marks*, *periods* and *spaces* are correct. Make any necessary changes.

5. **Click** on the **<OK>** button. The shortcut should then work properly.
6. If you still experience a problem, call LEO TimeCentre at extension 3801.