

# Employee Guide

(Webclock)



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<https://secure.ipsonline.net/ta/FUKUJILUM.clock>

The login screen features the IPS logo at the top left, followed by the text "POWERED BY IPS". Below this are two input fields: "Username" with the placeholder "First Initial Last Name" and "Password" with the placeholder "Password1\$". There are three buttons: "LOGIN", "CLOCK IN", and "CLOCK OUT". The "CLOCK IN" and "CLOCK OUT" buttons are highlighted with a yellow box. A link "Forgot your password?" is located at the bottom left.

- Type in your Username and Password.
- Click **LOGIN**.
  - You will be prompted to change your password on initial log in.

## Passwords MUST contain:

8 Characters                      Number  
Upper Case Letter              Symbol  
Lower Case Letter

Going forward, use these **Buttons** to punch in and out.

## Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

Text Message #

Voice Phone #

Email

SAVE

**Every computer MUST be authenticated with a code.**

- Verify your information or key into the appropriate fields for text, phone or email. **This will be the method by which you will receive the authentication code.**
- Click **SAVE**.

## Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

1 Methods:  Text Message  Voice  Email

Text message will be sent to: \*\*\*\*\*5555

2 SEND TEXT MESSAGE

3  Enter Code

4  By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

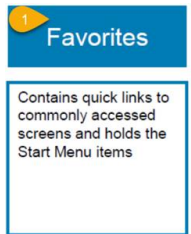
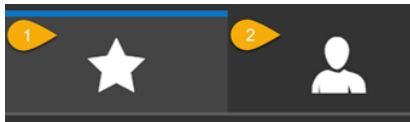
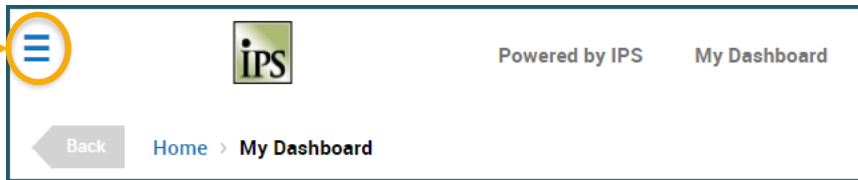
CONTINUE

- 1 Choose the **method** to receive the code.
- 2 Click **SEND** button.
- 3 Type the code into the **Enter Code** field.
- 4 **Check the box** to remember this computer.

# Employee Guide (Webclock)

## Navigating and Viewing Your Information

Click to open the menu.



In this menu, you can view all your personal information.

### Common Functions:

- View currently scheduled benefits
- Current Direct Deposit settings
- Forms (I9, W4, W2)
- My Learning (system training information)
- My Pay Statements
- My Tax Information
- Our Company (company documents)

## Mobile App



HCMTOGO®

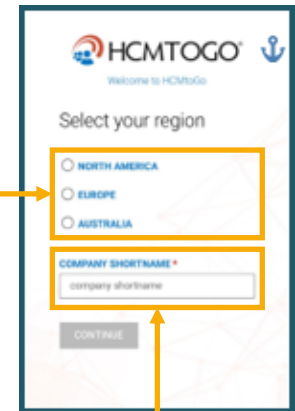
HCMTOGO is available for both Apple iOS and Android devices.

- 1 Go to your device's App Store.
- 2 Search for HCMTOGO.
- 3 Download & Install to your mobile device.

Choose your **Region**.

Enter your **Company Shortname**.

- This can be found in the web address link on Page 1.



<https://secure.ipsonline.net/ta/XXX.login>

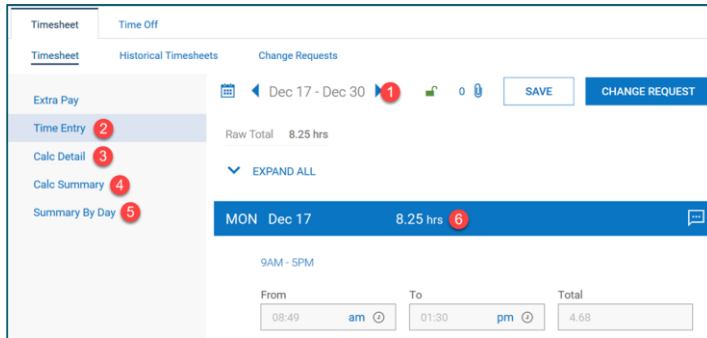
# Employee Guide (Webclock)

## Viewing Your Timesheet



Go To:

My Info ▶ My Time ▶ Timesheet ▶ Timesheet



- 1 Time Period** – Click the arrows to go to a future or past timesheet
- 2 Time Entry tab** – All In/Out punches and approved time off requests
- 3 Calc. Detail tab** – Detail behind timesheet calculations  
EX: Rounding and Overtime
- 4 Calc. Summary tab** – Total of hours from timesheet
- 5 Summary By Day** – Summary of all hours and the Counters they fit into
- 6 Raw Total** – Total hours based on time entries

## Timesheet Corrections or Time Off Cancellations

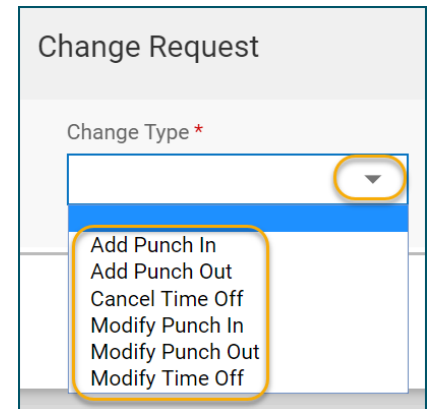
Go To:

My Info ▶ My Time ▶ Timesheet ▶ Timesheet

As an employee, you have the ability to request changes to your timesheet. These changes could be to fill in missing punches or cancel/ modify approved time off.

- Click **Change Requests**
- Choose the Change Type
- Select the appropriate option
- Complete the change
- Click **SUBMIT CHANGES**

**Note:**  
Changes will only take effect after it is approved by your approver.



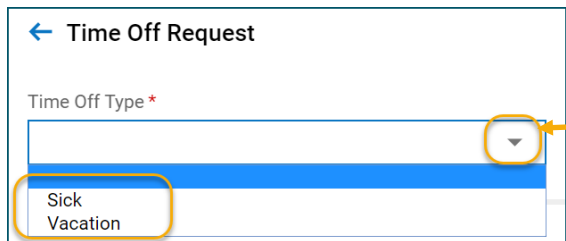
# Employee Guide (Webclock)

## Requesting Time Off

▶ VIDEO

Go To:

My Info ▶ My Time ▶ Time Off ▶ Request



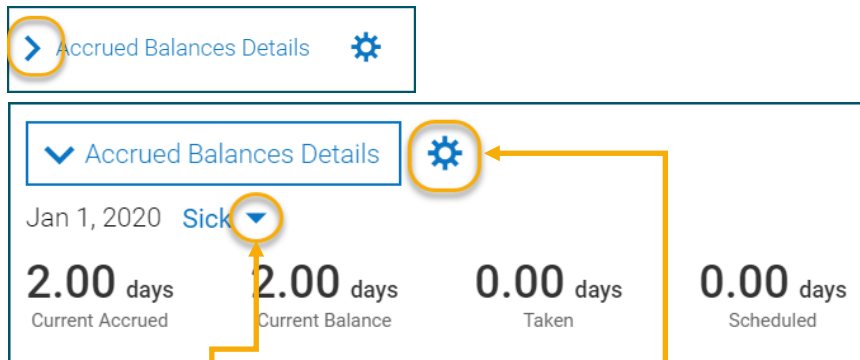
← Time Off Request

Time Off Type\*

Sick  
Vacation

Click the dropdown to select the time off code.

Click the ▶ to view your time off balances.



> Accrued Balances Details ⚙

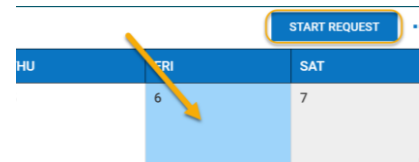
Accrued Balances Details ⚙

Date	Type	Current Accrued	Current Balance	Taken	Scheduled
Jan 1, 2020	Sick	2.00 days	2.00 days	0.00 days	0.00 days

Click the ▼ to toggle between your time off buckets.

Click the ⚙ to change the balance display between days and hours.

Click a day (or multiple days) on the calendar and click **START REQUEST**



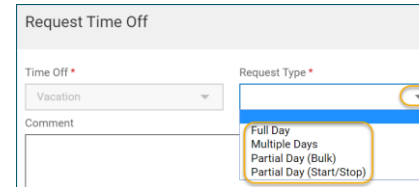
START REQUEST

HU FRI SAT

6 7

**Note:** Holidays and previously scheduled days off will be marked.

Click **Request Type** to display a list of options.  
*These options may change, depending on your company setup.*



Request Time Off

Time Off\* Request Type\*

Vacation

Full Day  
Multiple Days  
Partial Day (Bulk)  
Partial Day (Start/Stop)

**Note:** All Comments will email to the approver along with the request.

**Full Day** – will auto populate the standard workday

**Partial Day (Start/Stop)** – key in the In and Out entries

**Partial Day (Bulk)** – total # of hours

**Multiple Days** – consecutive days

Click **SUBMIT REQUEST**