

ENTERING TIME SHEET HOURS:

1. Navigate to timeclock.vt.edu/webclock, enter PID and password.
2. Click the Manage Time Sheet button
3. Select the day/date that you would like to add a time sheet entry
4. Click ADD
 - a. The time in is set to the default of 8:00am and 0:00 hours clocked in
 - b. Job code is set to the default (change if necessary)
5. Change the Time-in to the correct time work started
6. Verify job code
7. Verify number of hours worked
8. Click ACCEPT

VERIFY ALL INFORMATION BEFORE SAVING AND ACCEPTING