

Time Clock Plus Payroll Procedures for salaried employee

Please read the below instructions before entering your time

Log into account: <https://public3.co.waupaca.wi.us/webclock30/Login.aspx>

External ID: first name.last name
Password: password for computer login

Individual Login

Select Company: County of Waupaca (2011)

External Id:

Password:

For the best browsing experience, IE 8.0 or Firefox 3.5 or Chrome 13 or higher browsers are recommended.

[Configuration](#)

TimeClock Plus web edition

The absolute easiest way to track and report employee hours

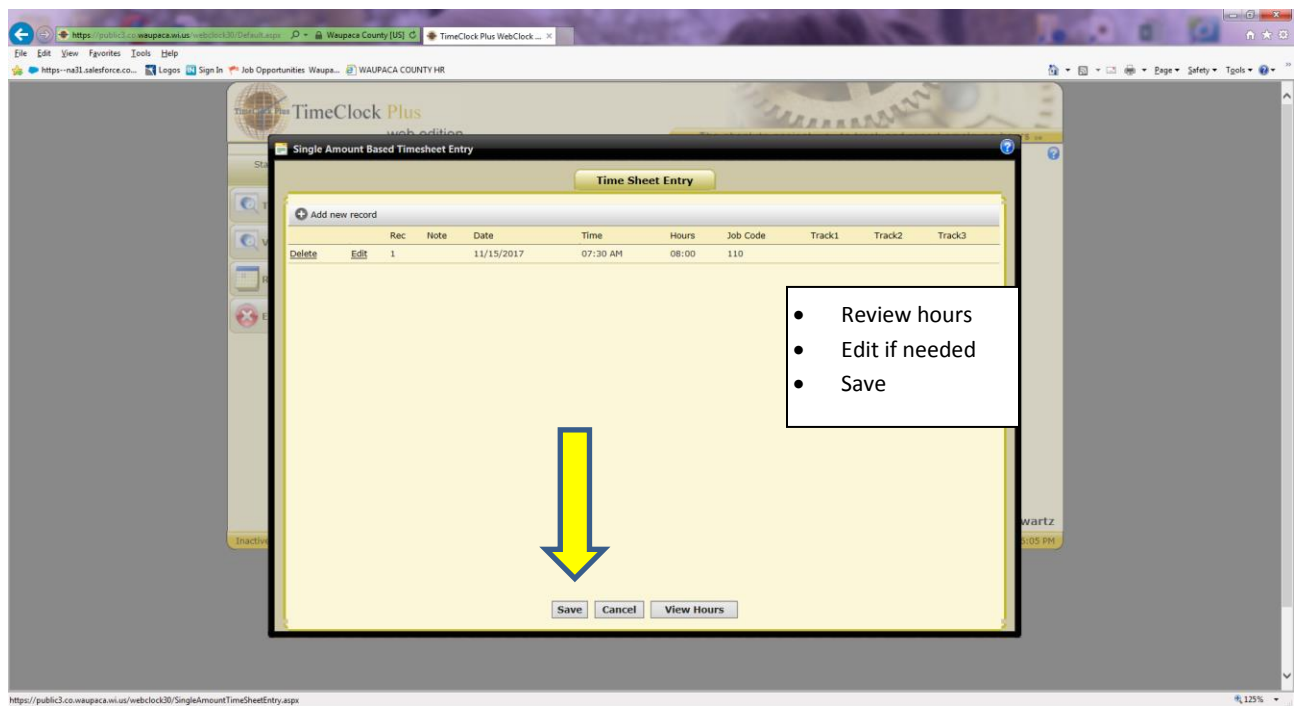
Status at: 01:04 PM
Clocked Out

Single entry (Time Sheet)
Multiple entry (Time Sheet)

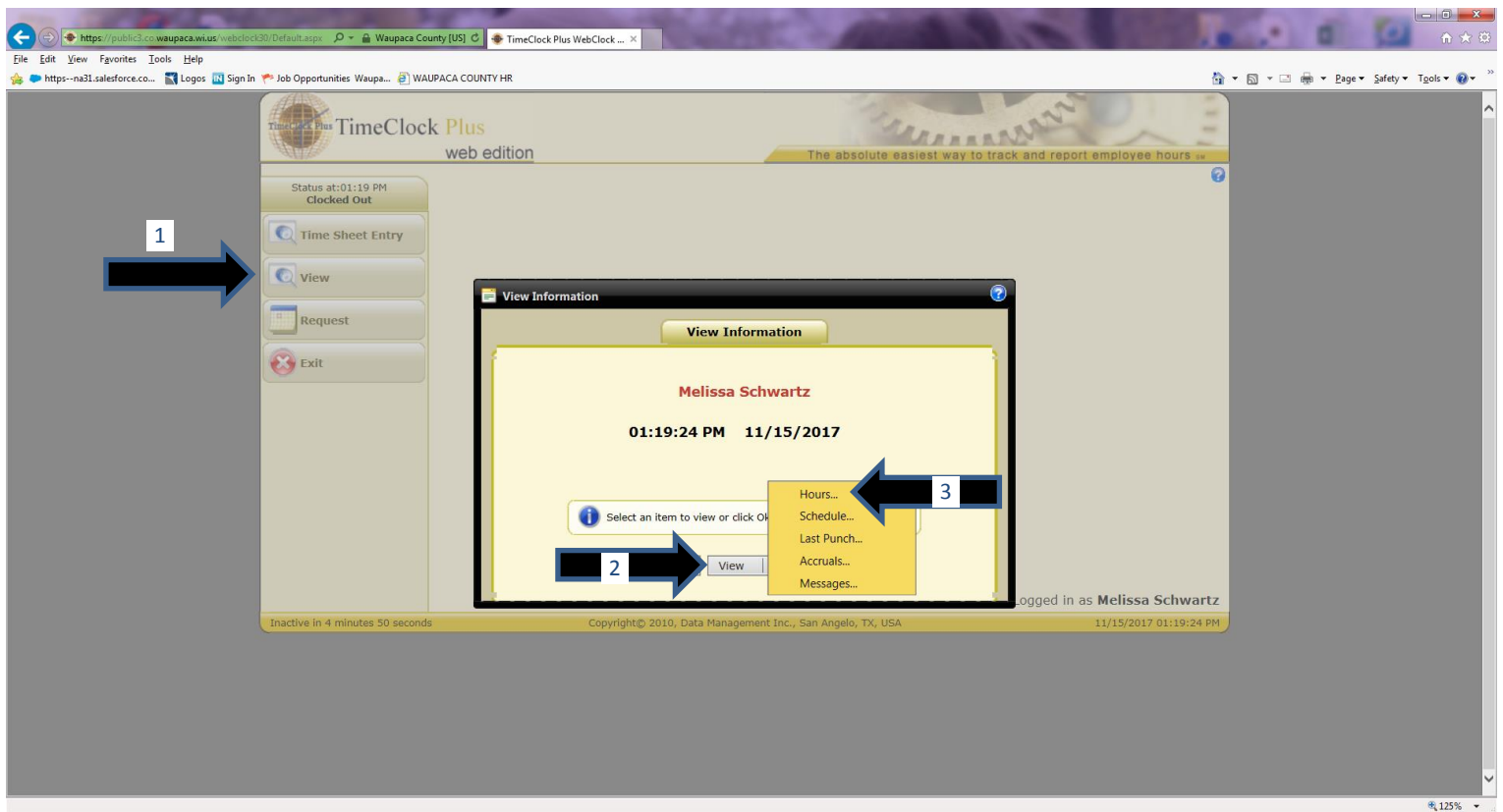
Select either option

Logged in as **Melissa Schwartz**

Inactive in 3 minutes 22 seconds Copyright© 2010, Data Management Inc., San Angelo, TX, USA 11/15/2017 01:06:12 PM



After all hours have been entered for the payroll period, approve hours. To do so, follow the below instructions:



TimeClock Plus web edition

Status at: 01:23 PM
Clock Out

View Hours

Date Range: 11/12/2017 12:00 AM - 11/19/2017 12:00 AM Hours today: 8:00 Hours this segment: 0:00 Hours this week: 8:00

A	Note	B	Time In	Time Out	Job Code	Hours	Day Total	Week Total
<input type="checkbox"/>		C	11/15/2017 7:30 AM	<< Time sheet >>	110 - Regular	8:00	8:00	8:00

☐ Check the box under "A" to approve your time
☐ Close
☐ Hours are approved

Note Close

TIPS:

- Keep track of your time and enter at the end of the week
- View your accruals prior to using. To do so follow the below instructions:

TimeClock Plus web edition

Status at: 01:26 PM
Clock Out

View Information

Melissa Schwartz

01:26:34 PM 11/15/2017

Select an item to view or click Ok

Hours...
Schedule...
Last Punch...
Accruals...
Messages...

View