



## Web Clock User's Guide

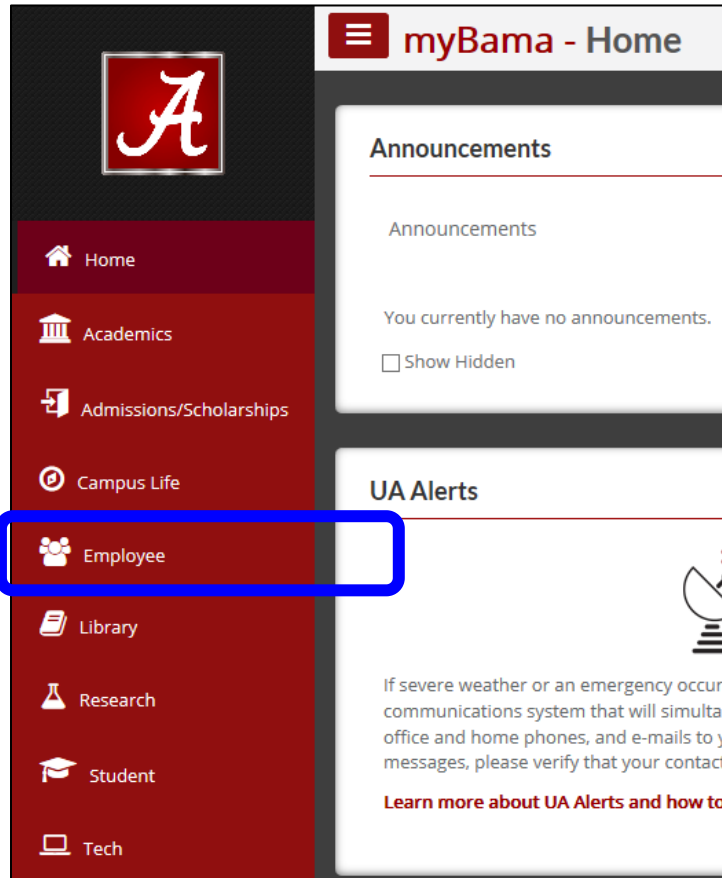
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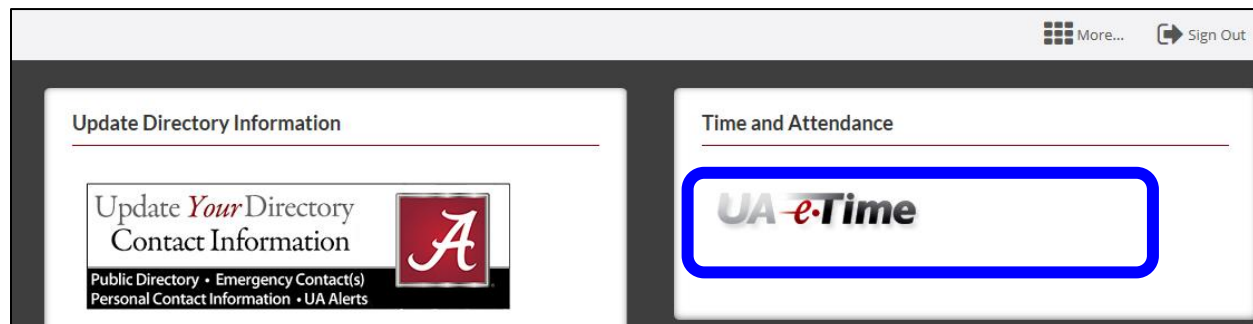
## Web Clock Time Entry – User's Guide

### “Clock In” for the Day

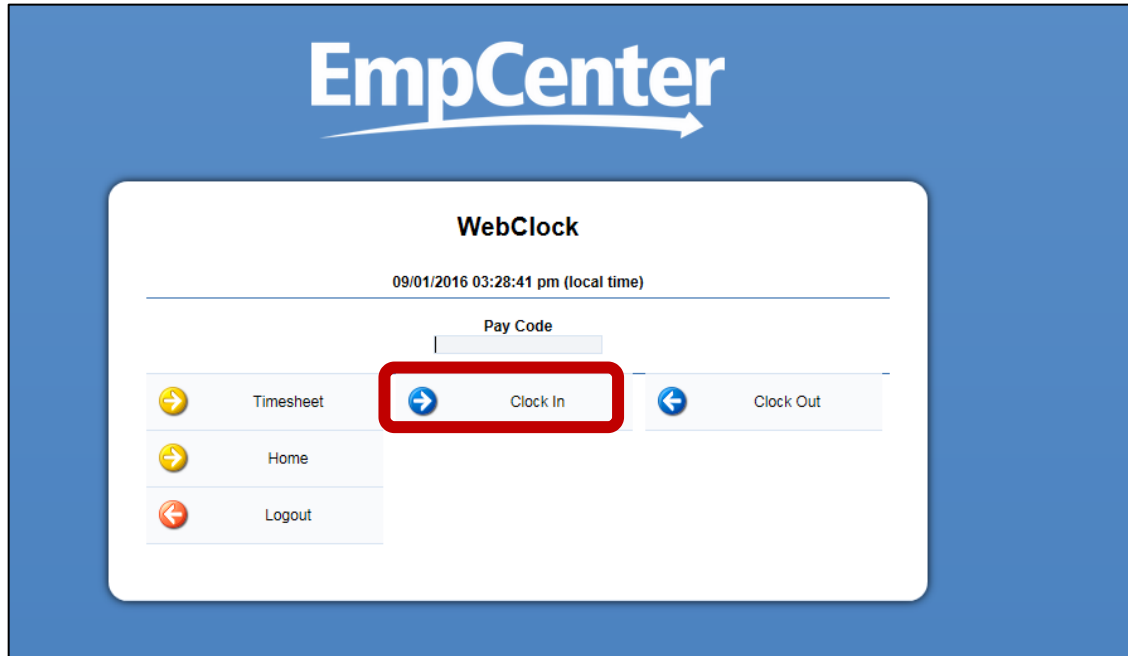
1. Log into myBama and select the employee tab.



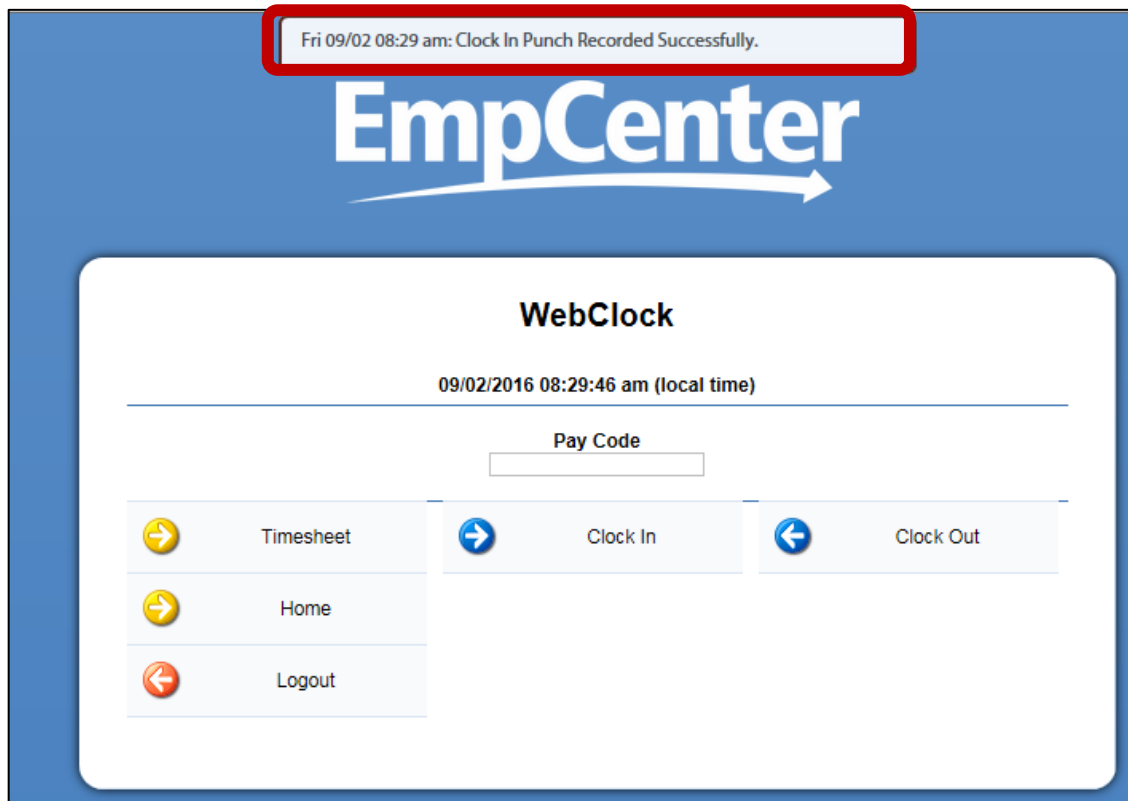
2. Scroll down until you see **UA eTime** in the right column. Click on the icon.



3. Web Clock screen will be displayed. Click Clock In.

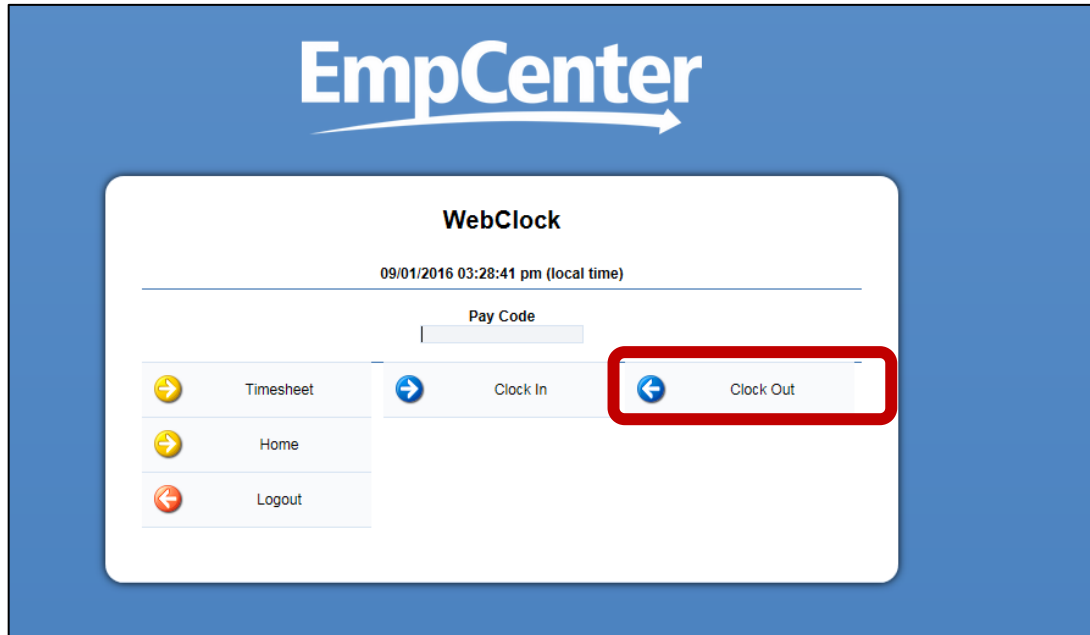


4. The Clock In Acknowledgement will be displayed when you have successfully "Clocked In".

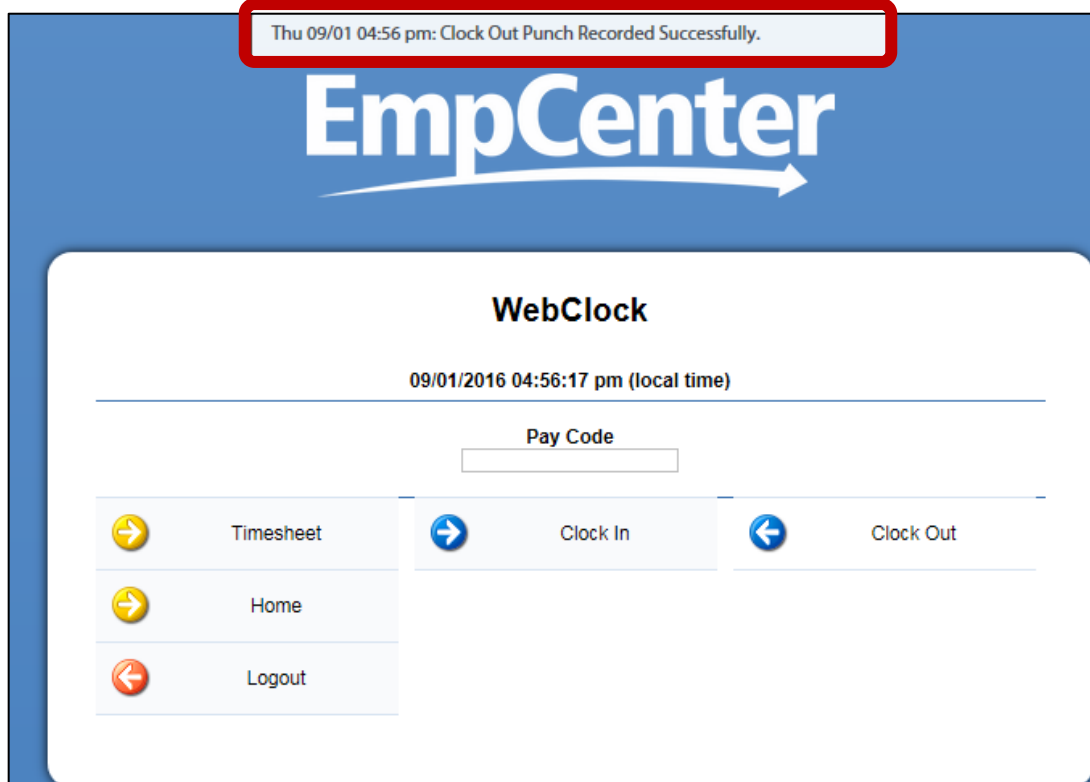


## “Clock Out” for the Day

1. Log into myBama and select the Employee Tab.
2. Scroll down until you see **UA eTime** in the right column. Click on the icon.
3. The Web Clock screen will be displayed. Click Clock Out.



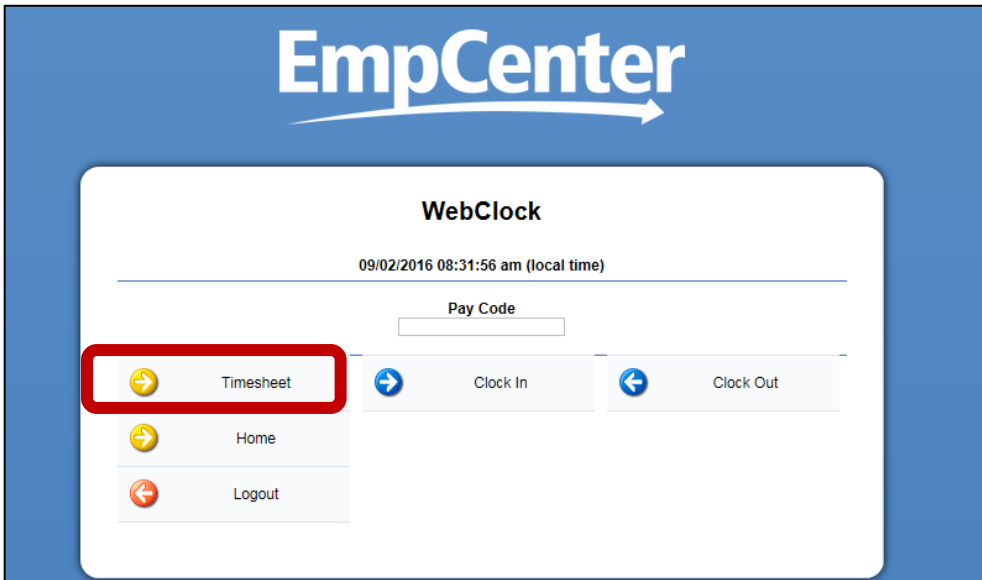
4. The Clock Out Acknowledgement will be displayed when you have successfully “clocked out”.



**IMPORTANT:** Missed punches (clocking in and/or out) need to be reported as soon as possible to your supervisor so they can accurately record this information in eTime.

### View Your Timesheet

1. Log into myBama and select the Employee Tab.
2. Scroll down until you see **UA eTime** in the right column. Click on the icon.
3. Click the Timesheet button.



4. Your timesheet for the current pay period will be displayed. This will display your time by day for a pay week.
5. To view your totals for the pay period, select the Timesheet Preview tab.

◀ 08/28/2016 - 09/10/2016 ▶ Save More List View

Timesheet Schedule

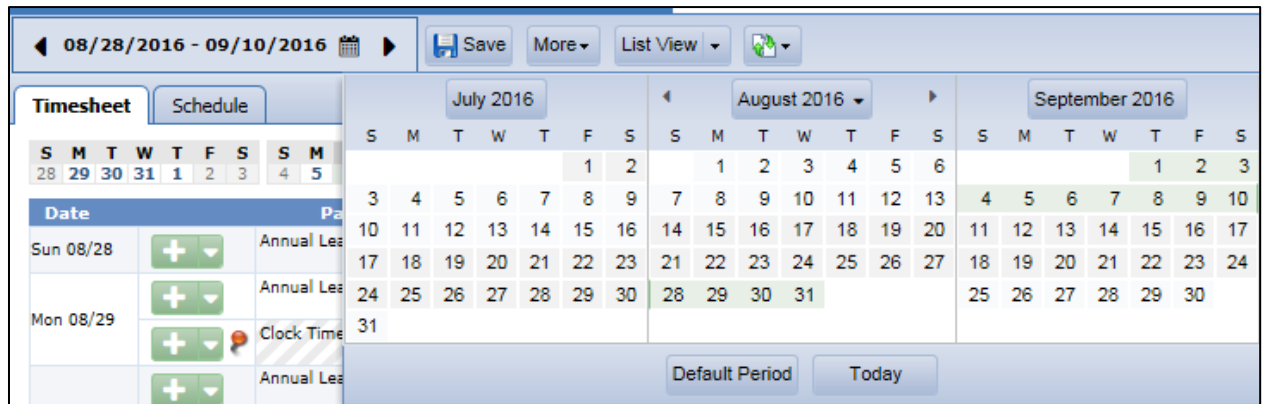
S M T W T F S S M T W T F S Sep 10, 2016 Show All Weeks

Date	Pay Code	Clock Pay Code	Hours	Start Ti...	End Time	Amount	Comments	Total
Tue 08/30	+ Clock Time	REG		08:04 am	04:56 pm			
	+ Regular		8.00					8.00
Wed 08/31	+ Annual Leave							
	+ Clock Time	REG		08:03 am	10:29 am			
	+ Clock Time	REG			04:57 pm			
Thu 09/01	+ Regular		2.50					2.50
	+ Annual Leave							
Thu 09/01	+ Clock Time	REG		08:03 am	04:56 pm			
	+ Regular		8.00					8.00
Fri 09/02	+ Annual Leave							
	+ Clock Time	REG		08:03 am				
Sat 09/03	+ Annual Leave							
							0.00	18.50

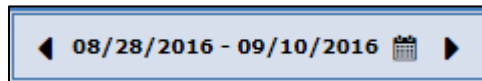
Exceptions Timesheet Preview Time Off Balances FMLA Military

Assignment ...	Pay Code	Banner Code	Shift	Hours	Amount	Comments
991686-00 P...	Regular	020	1	18.50	0.00	
991686-00 P...	Holiday	150	1	8.00	0.00	



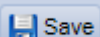
- To view a different pay period, select the desired date from the calendar view.

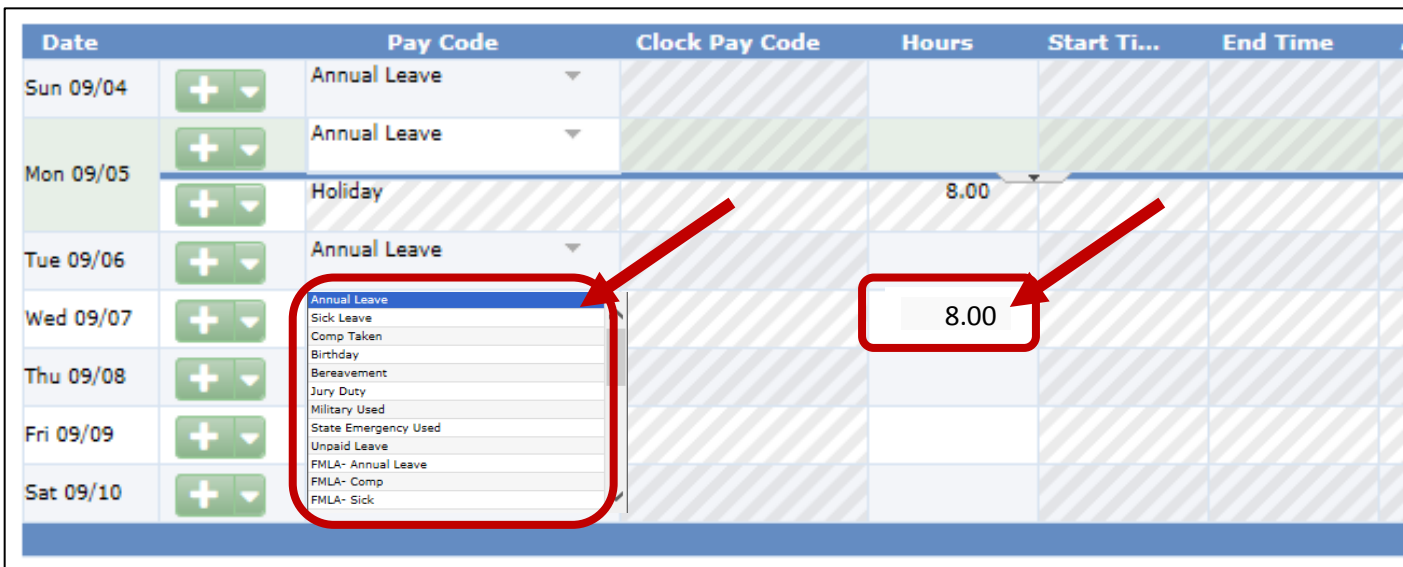


- You can also use the arrows to move throughout the pay periods.



### Enter Leave Time to Be Paid

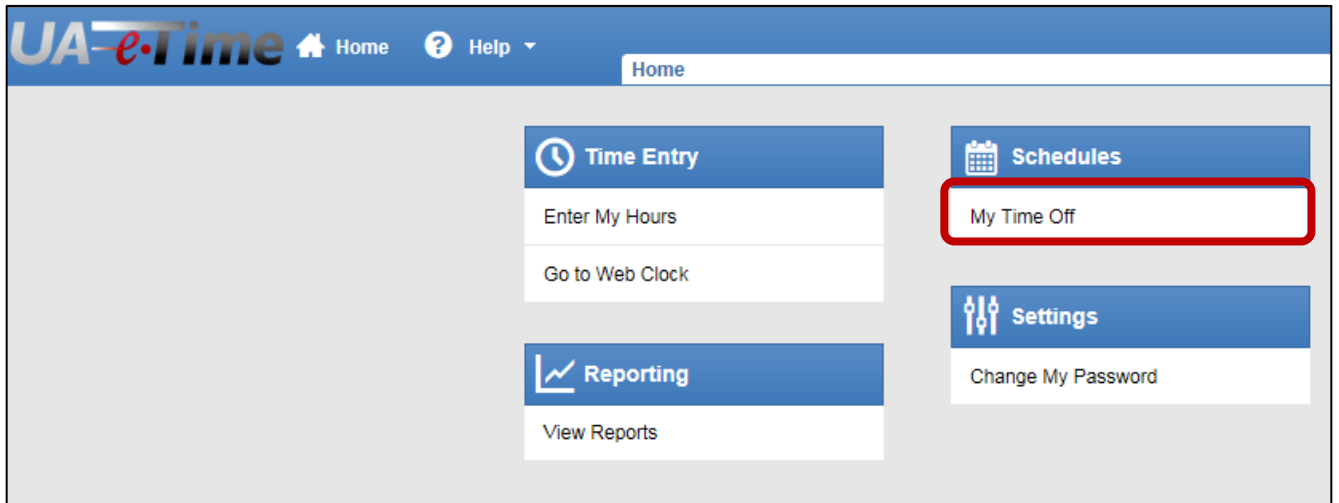
- Log into UA-eTime from myBama. Go to the timesheet as explained above.
- Click  on the day to enter leave time to be paid. This will insert a new timesheet "row" on that day.
- Click the "drop down arrow"  next on the timesheet row just inserted and select the appropriate leave pay code (Annual, Sick, Birthday, etc.).
- Enter the number of leave hours to be paid in the "Hours" column.
- Click  button at the top of your screen to save your changes.



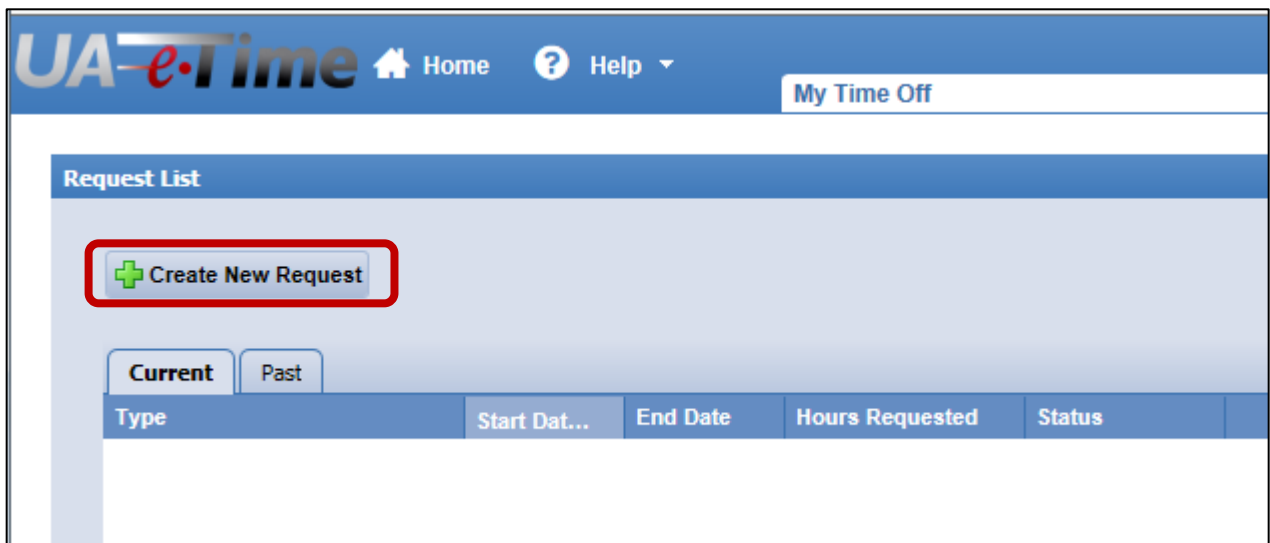
## Request Time Off for a Future Pay Period

Not all colleges/departments use the eTime time off requests feature. Please discuss your department's protocol with your supervisor/manager before submitting a request through the eTime system.

1. Log on to UA-eTime from myBama
2. Click the "Home" button
3. Select "My Time Off"



4. Select "Create New Request".





5. Select the leave type from the Paycode dropdown list.
6. Enter the Start Date and End Date for the leave.
7. Enter Comments to Manager about the leave request.
8. Click Next.

9. The "Request Details" page is displayed with your normal daily scheduled hours automatically filled in in the Hours Requested column. You can adjust the "Hours" requested by clicking in the text field and entering the correct number of hours.
10. Then select submit.

Action	Date	Pay Code	Hours
	Fri 09/02/2016	Annual Leave	8.00

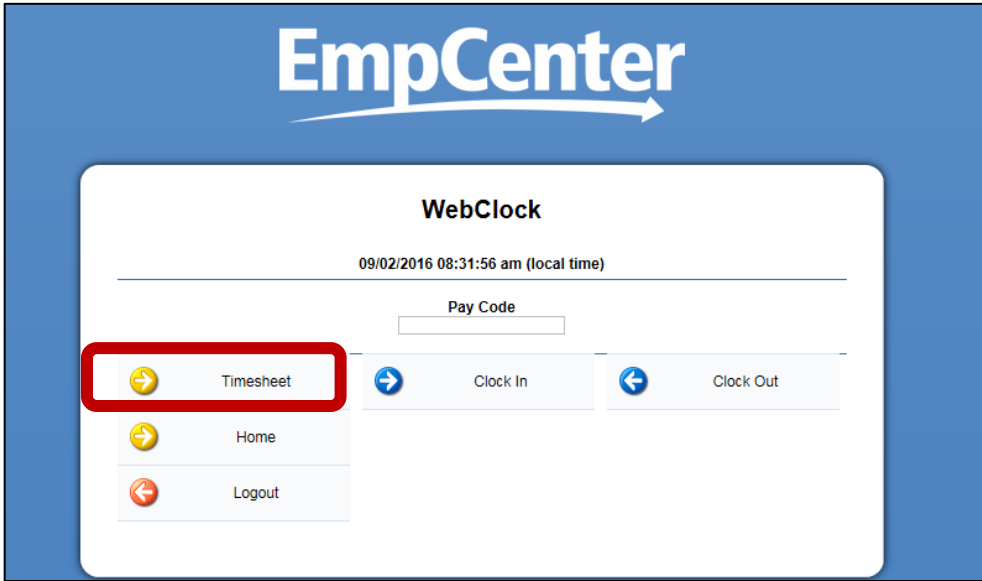
11. After submitting your time off request the Time Off Summary page will be displayed. When the request is approved by your Manager, the requested time off will be inserted on your timesheet for the days requested.

Type	Start Date ...	End Date	Hours Requested	Status
Time off Annual Leave	09/09/2016	09/09/2016	8	Pending

## Viewing Time Off Balances

Note: there may be a temporary discrepancy in Leave Time accrual and balance figures as compared with your paystub. This is typically resolved in eTime within a few days into the next pay period.

1. Select the Timesheet Preview tab.



2. Select the Time Off Balance Tab

Save More List View

Timesheet Schedule

S M T W T F S S M T W T F S Sep 25, 2016 Show All Weeks

Date	Pay Code	Clock Pay Code	Hours	Start Ti...	End Time	Amount	Comments	Total
Sun 09/25	+ Clock Time							
Mon 09/26	+ Clock Time	REG		08:00 am	04:56 pm			
	+ Regular		8.00					8.00
Tue 09/27	+ Clock Time	REG		08:01 am	04:55 pm			
	+ Regular		8.00					8.00
Wed 09/28	+ Clock Time	REG		07:59 am	04:53 pm			
	+ Regular		8.00					8.00
Thu 09/29	+ Clock Time	REG		08:33 am	02:55 pm			
	+ Regular		5.25					5.25
Fri 09/30	+ Clock Time	REG		08:02 am	04:56 pm			
	+ Regular		8.00					8.00
Sat 10/01	+ Clock Time							
							0.00	37.25

Exceptions Timesheet Preview **Time Off Balances** FMLA Military

Annual Leave	Hours
Initial Balance Sun 09/25	20.30
Credits	2.80
Debits	0.00
Ending Balance Sat 10/08	23.10
<a href="#">Show Details &gt;&gt;</a>	

Sick Leave	Hours
Initial Balance Sun 09/25	50.55
Credits	2.80
Debits	0.00
Ending Balance Sat 10/08	53.35
<a href="#">Show Details &gt;&gt;</a>	

Comp Time	Hours
Initial Balance Sun 09/25	0.00
Credits	0.00