

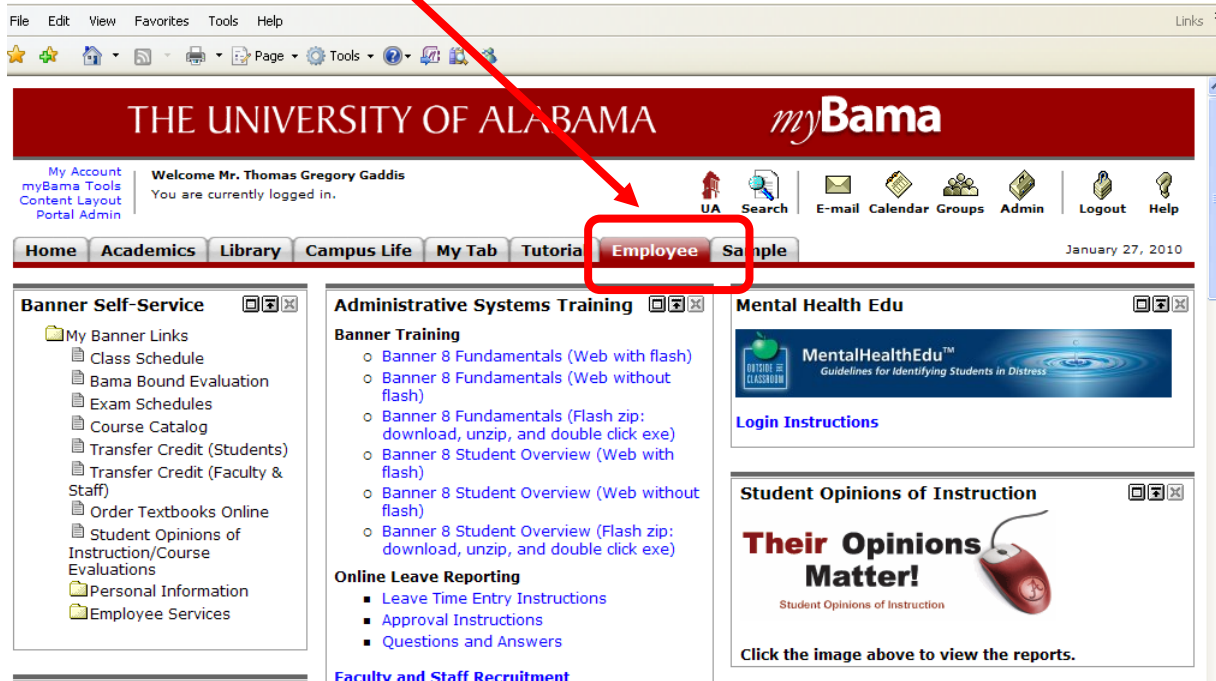


## **Web Clock Users Guide**

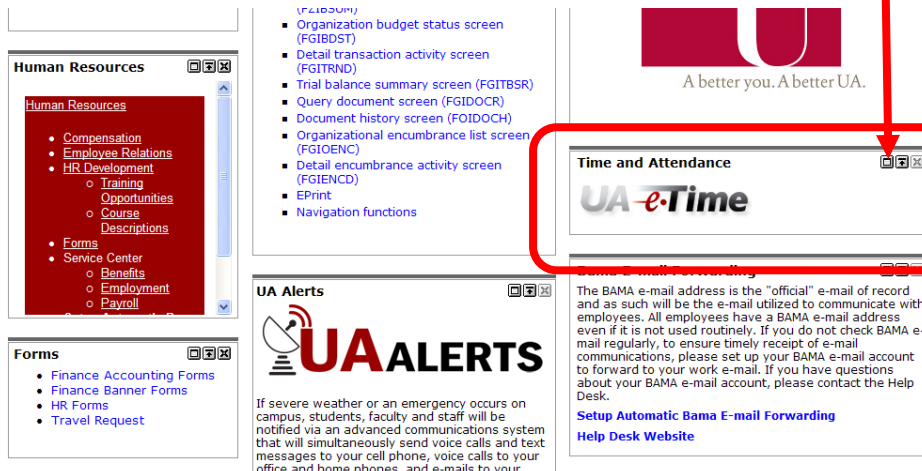
# Web Clock Time Entry – Users Guide

## “Clock In” for the Day

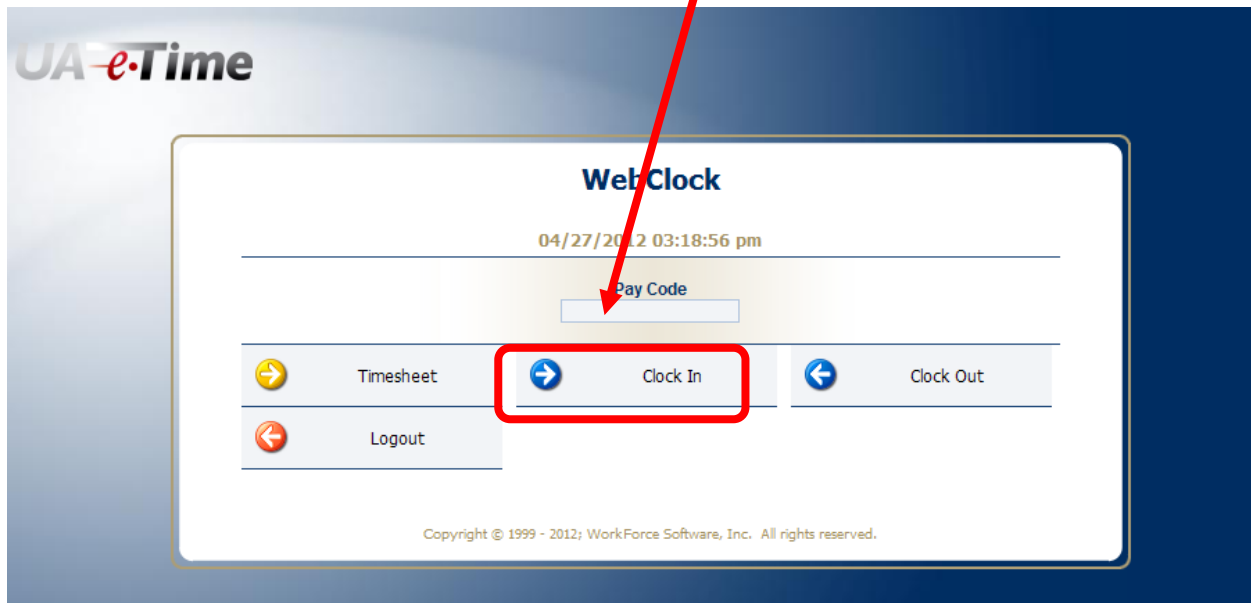
1. Log into MyBama.
2. Click the Employee Tab



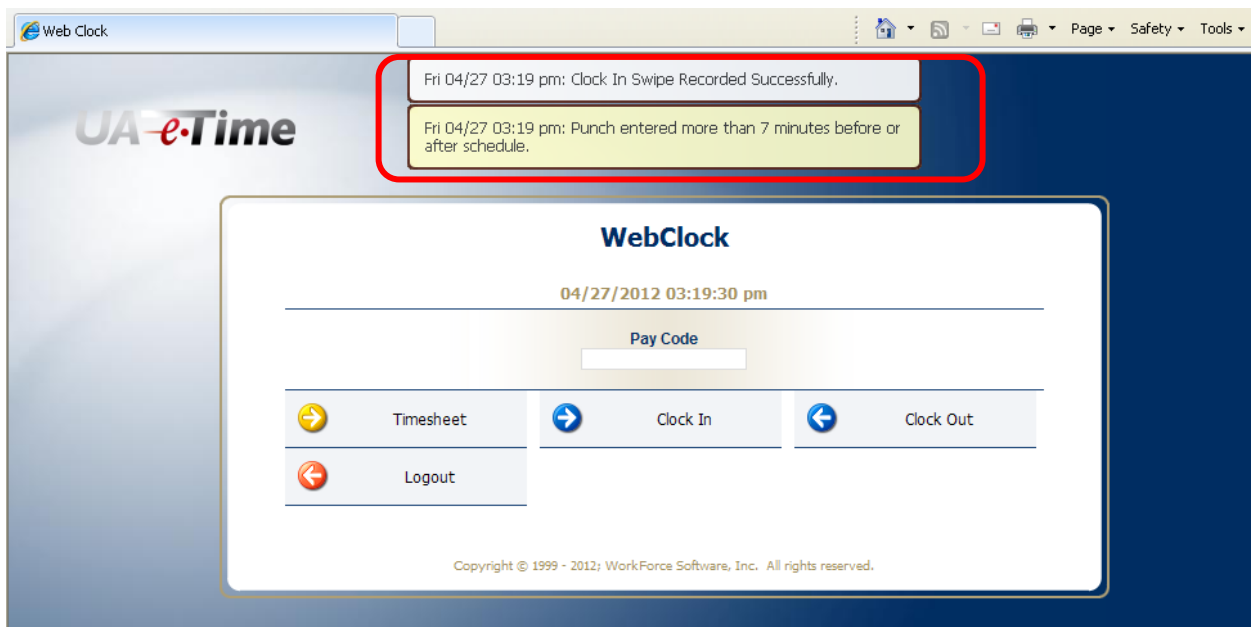
3. Scroll down until you see  in the right column. Click on the icon.



4. Web Clock screen will be displayed. Click “Clock In”.

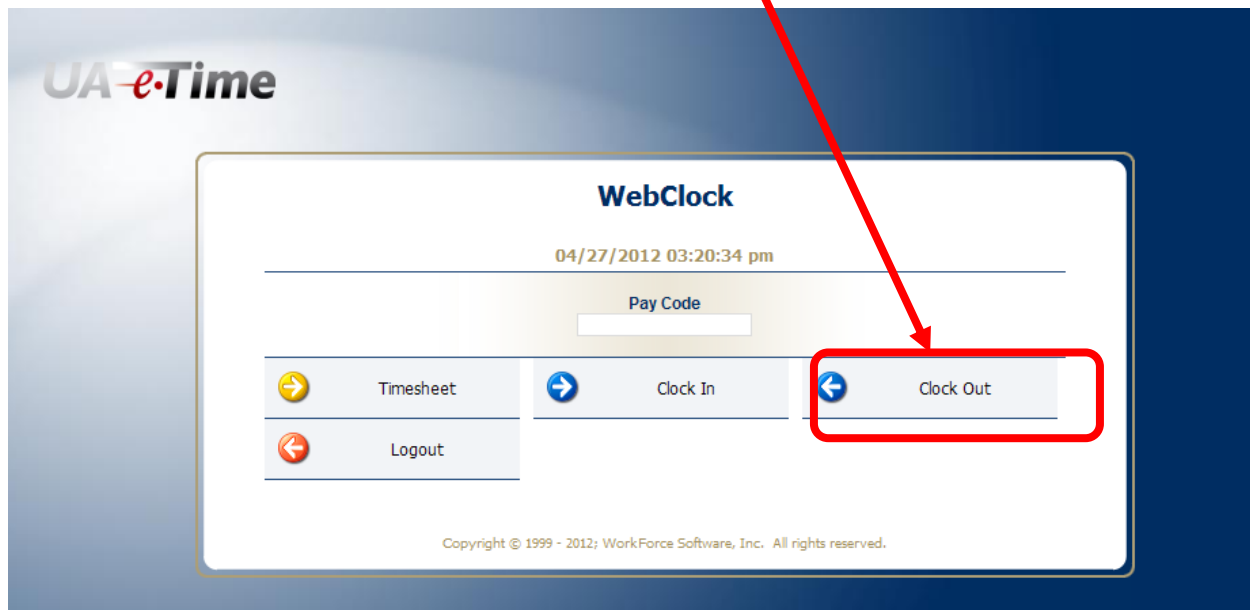


5. The Clock In Acknowledgement will be displayed. You have successfully “Clock In”.

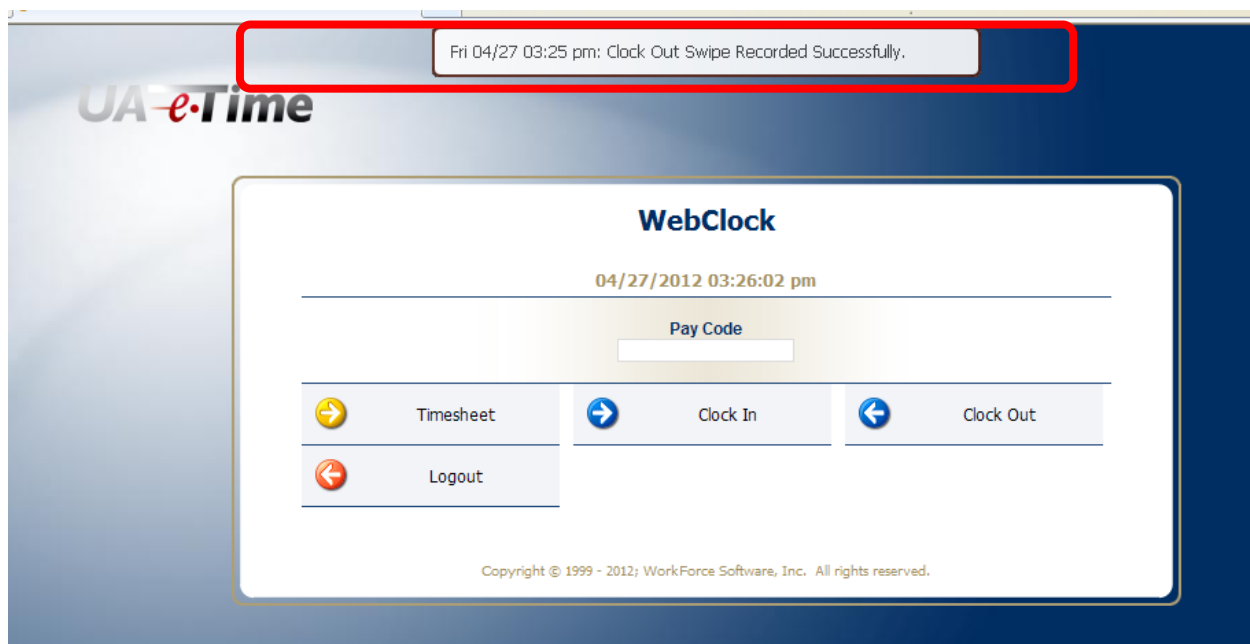


## “Clock Out” for the Day

1. Log into MyBama
2. Click the Employee Tab
3. Scroll down until you see **UA e-Time** in the right column. Click on the icon.
4. The Web Clock screen will be displayed. Click “Clock Out”.





5. The Clock Out Acknowledgement will be displayed.

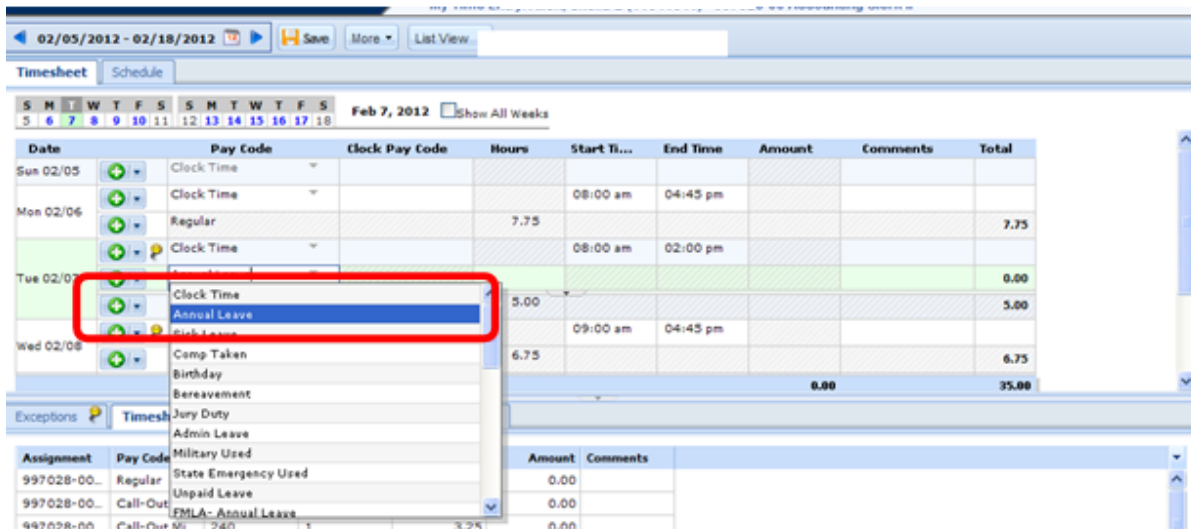




## Enter Leave Time to Be Paid

1. Log into UA-eTime from MyBama. Go to the timesheet as explained above.
2. Click  on the day to enter leave time to be paid. This will insert a new timesheet "row" on that day.

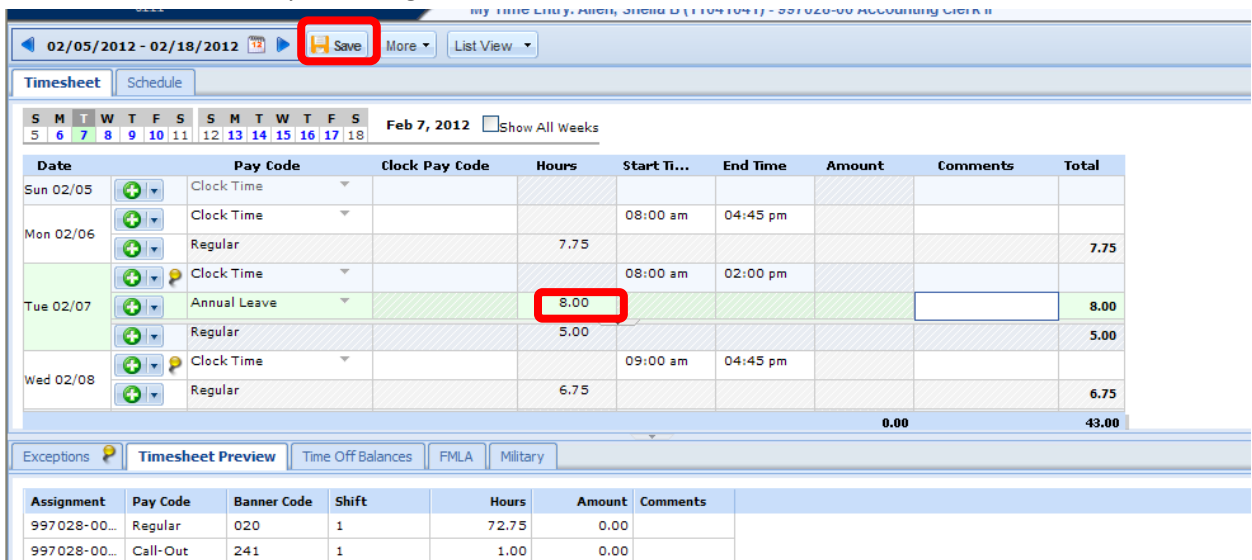
Click the "drop down arrow"  next on the timesheet row just inserted and select the appropriate leave pay code.



| Date      | Pay Code     | Clock Pay Code | Hours | Start Ti... | End Time | Amount | Comments | Total |
|-----------|--------------|----------------|-------|-------------|----------|--------|----------|-------|
| Sun 02/05 | Clock Time   |                |       |             |          |        |          |       |
| Mon 02/06 | Regular      |                | 7.75  | 08:00 am    | 04:45 pm |        |          | 7.75  |
| Tue 02/07 | Annual Leave |                | 5.00  |             |          |        |          | 5.00  |
| Wed 02/08 | Comp Taken   |                | 6.75  | 09:00 am    | 04:45 pm |        |          | 6.75  |
|           |              |                |       |             |          | 0.00   |          | 35.00 |

3. Enter the number of leave hours to be paid in the "Hours" column.

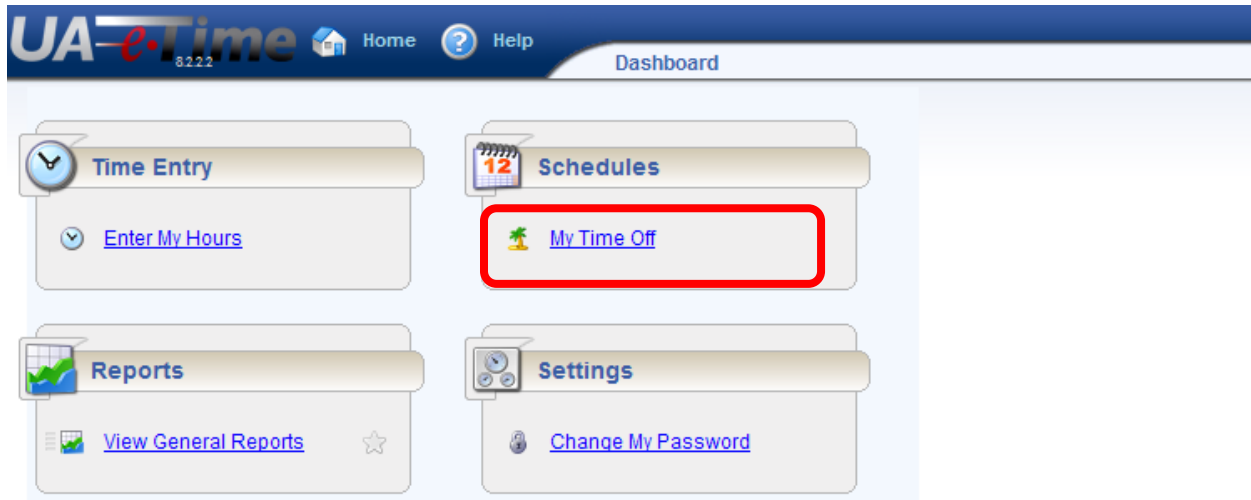
Click  to save your changes.



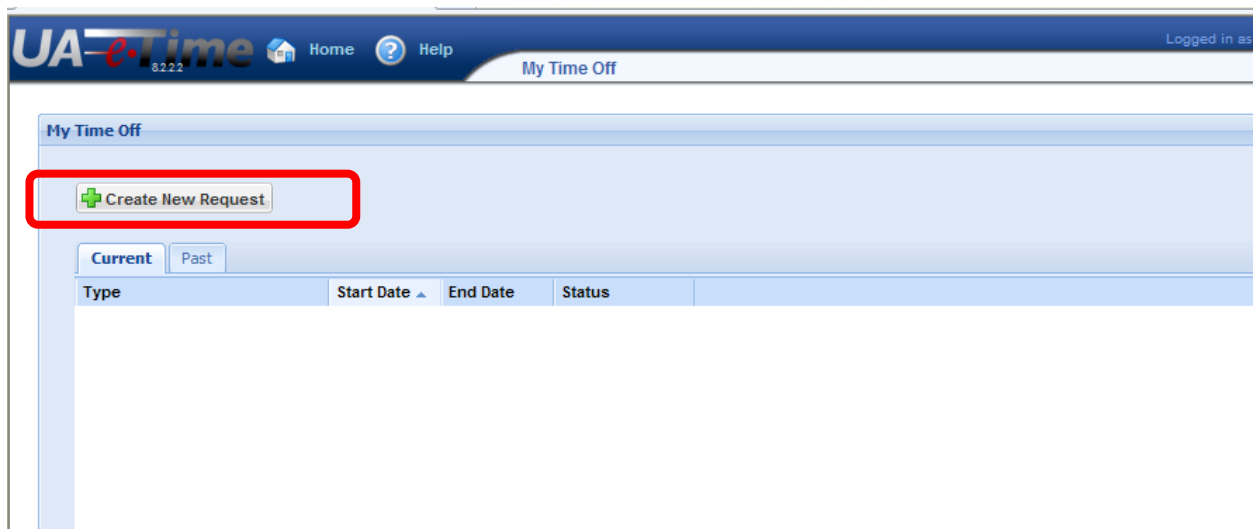
| Date      | Pay Code     | Clock Pay Code | Hours | Start Ti... | End Time | Amount | Comments | Total |
|-----------|--------------|----------------|-------|-------------|----------|--------|----------|-------|
| Sun 02/05 | Clock Time   |                |       |             |          |        |          |       |
| Mon 02/06 | Regular      |                | 7.75  | 08:00 am    | 04:45 pm |        |          | 7.75  |
| Tue 02/07 | Annual Leave |                | 8.00  |             |          |        |          | 8.00  |
| Tue 02/07 | Regular      |                | 5.00  |             |          |        |          | 5.00  |
| Wed 02/08 | Regular      |                | 6.75  | 09:00 am    | 04:45 pm |        |          | 6.75  |
|           |              |                |       |             |          | 0.00   |          | 43.00 |

## Request Time Off for a Future Pay Period



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.  
Enter the Start Date for the leave. Enter the End Date for the Leave.  
Click “Enter Details for this date range”.

-  Enter details for this date range.
-  Cancel this Time Off Request.

6. The “Edit Time Off Request Details” page is displayed with your normal daily scheduled hours automatically filled in in the Hours Requested column.  
You have the option to change the Paycode and number hours for any day listed.  
Click “View and Confirm details for this Time Off Request”

| Action  | Date Range | Paycode      | Hours Requested |
|---|------------|--------------|-----------------|
|   | Mon 04/12  | Annual Leave | 8.0             |
|   | Tue 04/13  | Bereavement  | 4.00            |
|   | Wed 04/14  | Annual Leave | 8.0             |

-  View and confirm details for this Time Off Request.
-  Create new Time Off Request.
-  Cancel this Time Off Request.

- The Review/Finish Time Off Request page is displayed that shows:  
The Leave Request Summary  
Your Estimated Leave Balances for the days requested

**Request Summary**

| Date      | Paycode      | Hours Requested |
|-----------|--------------|-----------------|
| Mon 04/12 | Annual Leave | 8.0             |
| Tue 04/13 | Bereavement  | 4.0             |
| Wed 04/14 | Annual Leave | 8.0             |

**Adjusted Bank Balances**

| Assignment                         | Bank Description        | Initial Balance | Ending Balance |
|------------------------------------|-------------------------|-----------------|----------------|
| Aggregate Assignment - UA_BIWEEKLY | FMLA Military Available | 1,040.00        | 1,040.00       |
| Aggregate Assignment - UA_BIWEEKLY | Sick Leave              | 190.08          | 190.08         |
| Aggregate Assignment - UA_BIWEEKLY | Military Used           | 0.00            | 0.00           |

- Scroll to the bottom of the page to:  
Enter Comments to Manager about the leave request  
Actions to take: Select "Submit this Time Off Request" to your manager  
Select "Enter details for this date range" to make changes to the request  
Select "Cancel this Time Off Request" do cancel the request.

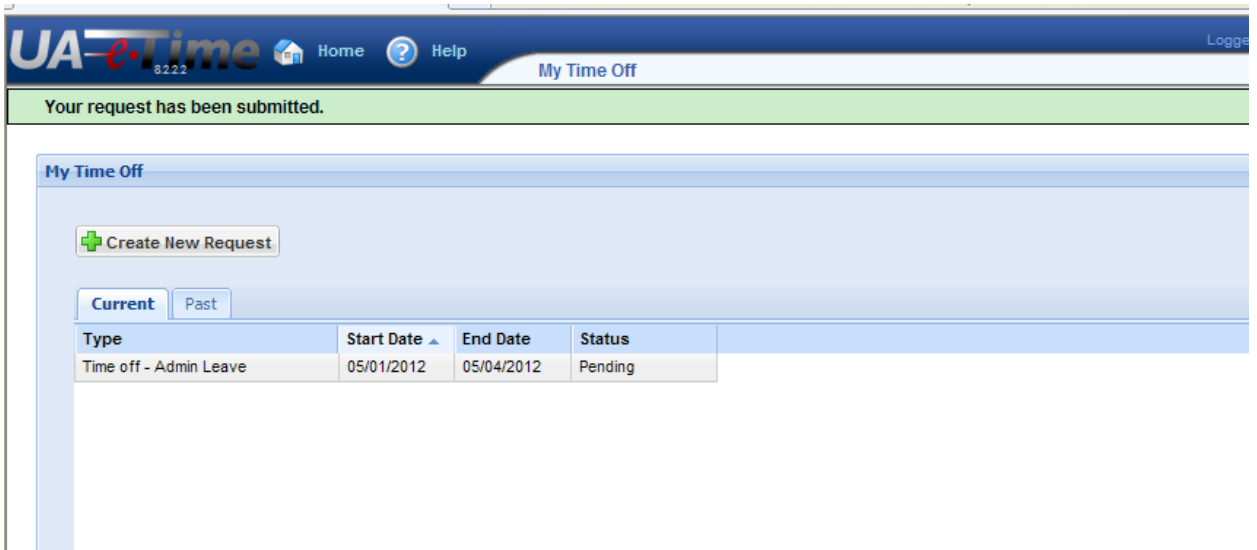
**Comments to Manager**

Take daughter to beach

**Exceptions**

No exceptions.

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



The screenshot shows the 'My Time Off' page in the UA e-Time system. At the top, there is a navigation bar with the UA e-Time logo, a home icon, a help icon, and the text 'Home', 'Help', and 'My Time Off'. A green banner below the navigation bar displays the message 'Your request has been submitted.' Below this banner, the page title 'My Time Off' is shown. There is a '+ Create New Request' button. Two tabs, 'Current' and 'Past', are visible, with 'Current' selected. A table below the tabs lists the current time off request.

| Type                   | Start Date | End Date   | Status  |
|------------------------|------------|------------|---------|
| Time off - Admin Leave | 05/01/2012 | 05/04/2012 | Pending |