Marian University

TimeClock Plus – Web Clock Instructions for Students

Log In

For your initial login you can locate the website by going to the MyMarian Portal, **https://my.marianuniversity.edu/SitePages/Home.aspx**. After logging in scroll down and you will see 'Time Clock Plus' listed on the left hand side of the page. Click on the link which will take you to the WebClock login page. Save this page in your favorites.
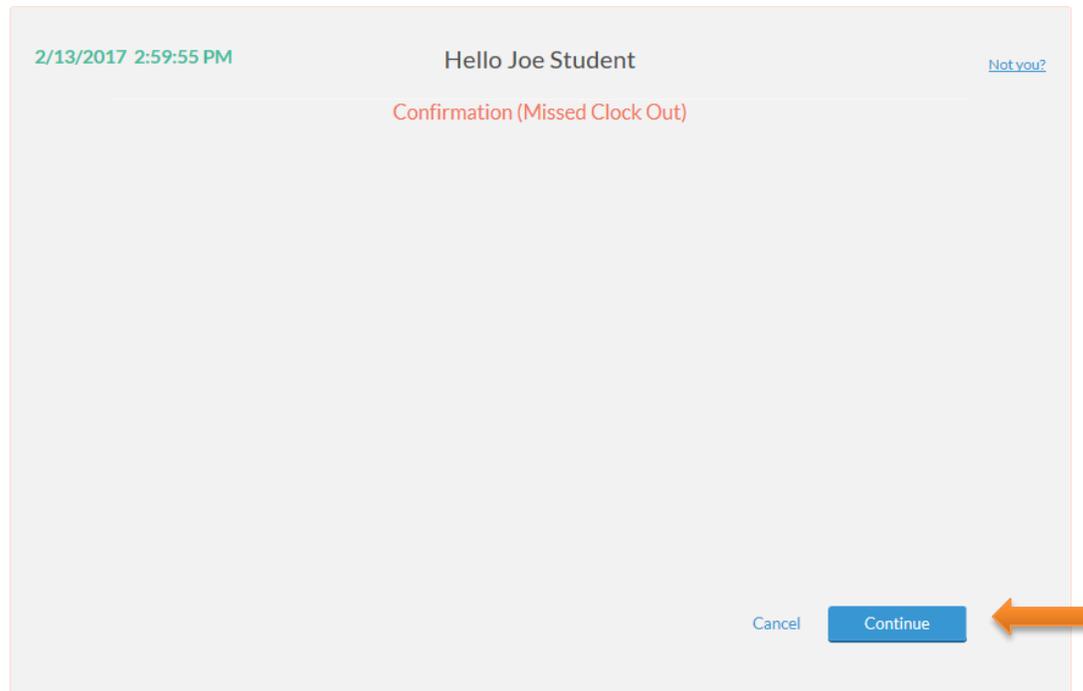
To log in, enter the last 5 digits on the back of your student ID card in Id Number and click on 'Log On To Dashboard'.

Once you are logged in, there are 2 possible ways to enter your hours.

OPTION 1) Clocking in and out using the Clock In and Clock Out feature.

CLOCK IN

2/13/2017 2:59:55 PM   Hello Joe Student   Not you?

Confirmation (Missed Clock Out)

Cancel   Continue

Clocking In

1. Click the **Clock In** button.

2. Click **Continue** on the confirmation screen.

3. Select the job code (if there is more than one clockable code), and click **Continue**.

Clocking Out

1. Click the **Clock Out** button.

2. Click **Continue** on the confirmation screen.

Going on a Break

In situations where a lunch break is required:

1. Click the **Break** button.

2. Click **Continue, OK** on the confirmation screen.

3. To log back in, click the **Clock In** button. Make sure to select the correct job code again, and click **OK**.

OPTION 2) Entering your time by using the Manage Time Sheet Entry feature.

Entering Time Sheets

1. Click the **Manage Time Sheet** button, then **Add** by the date on which you worked.

2. Click on **Edit**, **Time In, Time Out.** To change the job code double click in the job code box and chose the correct **Job Code.**

3. When you are finished adding your hours, click the blue **Accept** button.

4. If you worked multiple shifts in a day you can continue to click the **Add** button in the date on which you worked.

5. If you worked on Saturday or Sunday you will need to click on the box next to 'Display Weekends'.

**Please round your hours to the nearest quarter hour, i.e. 8:00, 8:15, 8:30, and 8:45 using the 7 minute rule to round up or down. (8:37 would be rounded down to 8:30. 8:38 would be rounded up to 8:45)

5. Review the hours entered. If need be, click **Edit** to adjust the hours.

*** Both you and your supervisor are responsible for the accuracy of the hours entered in Time Clock Plus. Entering hours incorrectly may cause a delay in pay.

2/2017