



You are Clocked In 11:22:09 AM
Logout On Punch :


Press the one you want.




Punch In




Punch Out




Out To Lunch



Back From Lunch



Out On Break



Back From Break

Name : Max E. Brackett II PayPeriods : 08/22/2005 - 08/28/2005

Day	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Note	Reg	OT
Mon 8/22	8:01 A P	1:19 P L	2:39 P L	5:20 P P						7:59	0:00
Tue 8/23	8:04 A P	12:55 A L	1:22 P L	5:17 P P						8:46	0:00
Wed 8/24	7:45 A P	5:14 P P								9:29	0:00
Thu 8/25	7:51 A P	5:05 P P								9:14	0:00
Fri 8/26	8:02 A P									0:00	0:00
Sat 8/27										0:00	0:00
Sun 8/28										0:00	0:00
Week Tot										35:28	0:00
TOTALS :										35:28	0:00

LEGEND

P - Punch	L - Lunch	B - Break	O - Other
00:00 - Regular Punch	00:00 - Modified Punch	Miss - Missed Punch	(00:00) - Hours, Not Time
? - Has a Note			

You can use WebTimeClock as you would use any standard time clock. To clock in, simply login to NELCO WebTimeClock and click the “Punch In” clock icon with the green start arrow. To clock out, click the “Punch Out” clock icon with the red stop square.


If your company wants to track your lunches and breaks, then you will use lunch and break buttons. The “Out To Lunch” icon has a lunchbox with the green start arrow, and the “Back From Lunch” icon has a lunchbox with a red stop square. Break icons are the “Out On Break” icon which is a coffee cup with a green start arrow, and the “Back From Break” icon which is a coffee cup with a red stop square.


NELCO WebTimeClock gives you the ability to monitor your weekly hours with a running total unlike many traditional time clocks. Please refer to the reference page for an explanation of each feature.


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I. Employee User:

A. Punch In/Punch Out

To clock in/out for the work day the click the appropriate punch image.

B. Lunch In/Lunch Out

To clock out/in for lunch select the appropriate lunch image.

C. Out On Break/Back From Break

When taking a break click the appropriate break image. Breaks may or may not be paid, please ask your supervisor.

D. Add a Note

If you miss a punch you can add a note for the administrator by clicking on the notebook icon in the far right column of the punch view table. The link will open a pop up window with a text area for you to add your note. After adding your note, please click save, or cancel if you do not wish to add a note.

E. Legend

The legend will help explain the meaning of the colors, and letters in the punch view area.

F. Pay Periods

You may select a previous pay period to view your history of punches. When you select another pay period, the detail will be displayed in the punch view area.