

Procedures for Web Clocking In and Out of the *Time and Attendance* System for Semi-Monthly Staff

Welcome!

You have been added to the Time and Attendance system where you will find your electronic timesheet. To enter the system, please follow the steps below...

- * From the BSC Home Page, click on **MyBSC** and then on **Time and Attendance**.
- * Enter your user name (this is the same as your email login).
- * Enter your password First initial of first name, last 4 digits of employee ID (number printed on your campus ID), and first initial of last name and an exclamation point (!) at the end.
- * Click Web Clock 'IN'
- * Click 'View Timesheet' (if you wish) to see your registered time in.
- * 'Sign Off' until you are ready to leave for the day.
- * Repeat all above except click Web Clock 'OUT' when leaving for the day.
- * At the end of the day each Friday, after you have Web Clock 'OUT', please go back and 'Login' and 'Submit' your timesheet (upper left-hand side of the sheet **(in red)** for your supervisor's approval. **But remember to keep your hours up-to-date each day in case a payroll ends during the week.**

Semi-Monthly Pay Cycles and Pay Dates are located on the HR website under Payroll.

If you need to enter previous days worked because you're just receiving your electronic timesheet information, please follow the directions above except instead of Web Clocking in, you will click 'Login' and manually enter your worked hours on the clock (upper portion of your timesheet). Put a note in the comments as to why you are doing it manually...and click Save each time you add or change anything.

For additional assistance with your record please contact Dee in the Human Resources Office at ext. 4656 or by email, wlottier@bsc.edu or contact Jean at ext. 3056 or jmuro@bsc.edu