

## Employee Operations Manual:

## Employee Time Sheets

This document will walk you through how to create new time sheets for the hours that you work throughout each week.

Open a web browser and go to **WebClock**

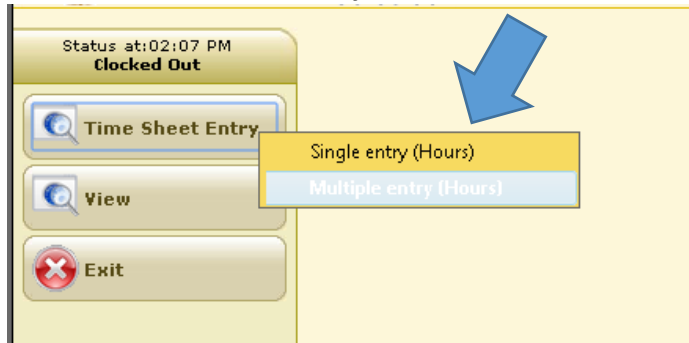
a. <http://timecard.fwsu.org/WebClock30/login.aspx>

- **Select Company** (WHO PAYS YOU? BFA/GEMS/FWSU/FEMS)
- Log in with your
  - a. **ID NUMBER (ALWAYS THE LAST 4 OF YOUR SOCIAL SECURITY NUMBER)**
- **Pin Number (ALWAYS LEAVE BLANK)**



Paraprofessionals - Choose FWSU in the drop down menu.

- Click on **Login**
- Click on **Time Sheet Entry**



- Click on **Single entry (Hours)**
- Fill in the following fields:
  - a) **Date In**
  - b) **Time In**
  - c) **Date Out**
  - d) **Time Out**

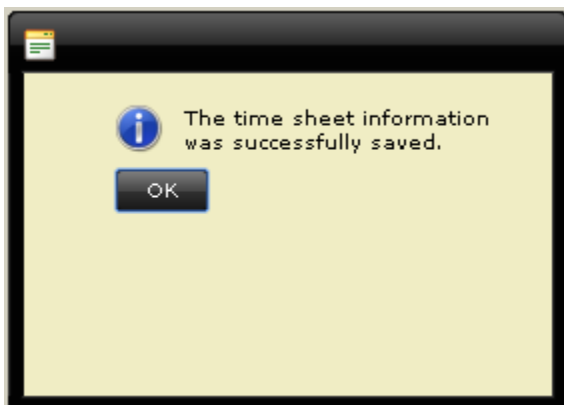
- e) Job or Leave Code
- f) Shift Note

- Click Add

- Add new record, if you need to add another day and repeat steps above.

Rec	Note	Date In	Time In	Date Out	Time Out	Break Type	Job Code	Substitute for	Track1	Track2	Track3
1		2/2/2022	07:30 AM	2/2/2022	04:00 PM		100				

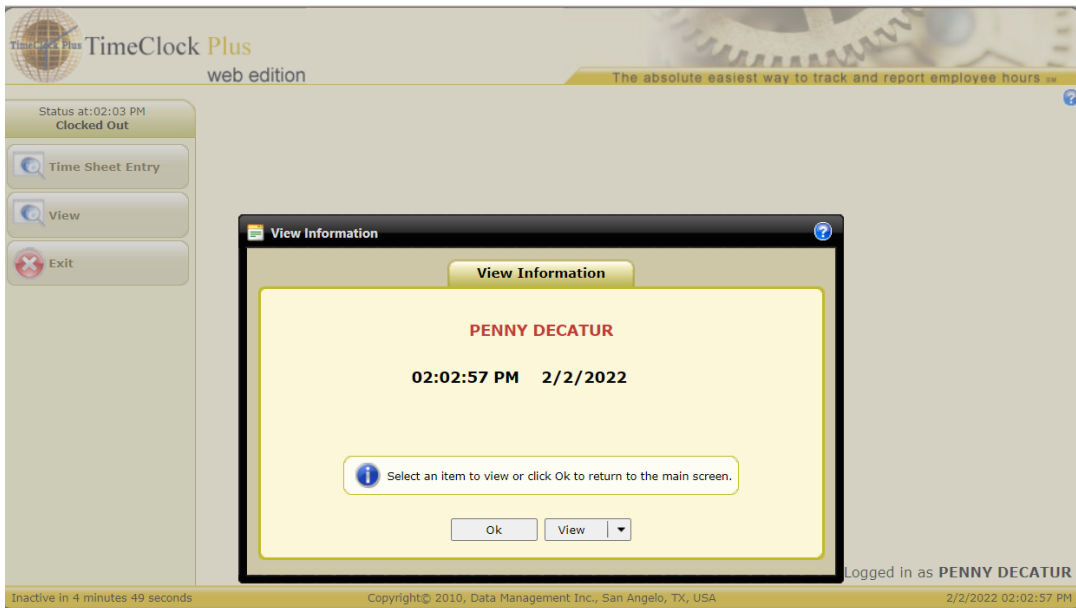
- Click **Save** when you have entered all the days/time you want to  
Please round your entries to the nearest quarter hour. This includes any subbing entries in the shift notes.



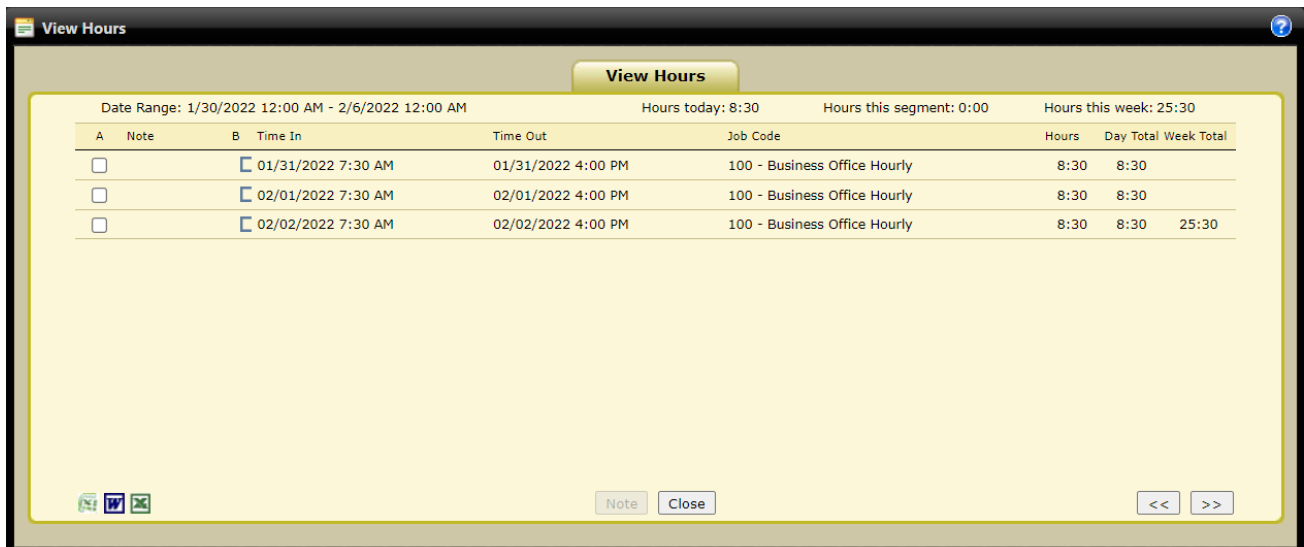
## AT THE END OF THE PAY PERIOD YOU MUST APPROVE YOUR HOURS.

To approve your hours

- Click on View on the left and at the bottom

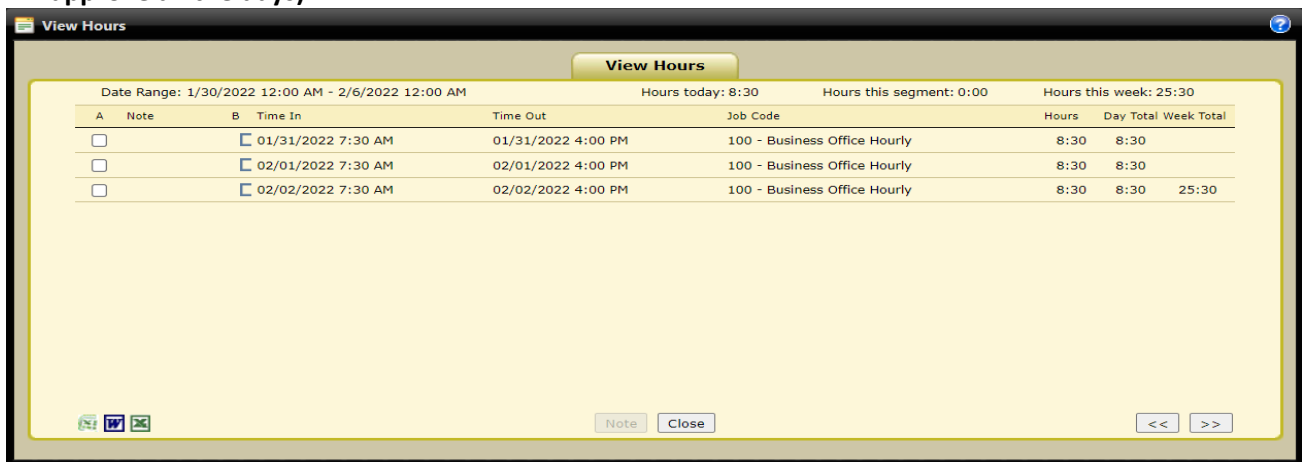


- Under view choose Hours
- Check the top box under A





- Click Yes that you certify that my time sheet is correct. (This will only appear once why you approve all the days)



- Once all the boxes under the A are checked you have approved your time sheets. Click Closed

**You have successfully completed your time sheet.**

- \*Please remember to round all entries to the nearest quarter hour\*
- \*Reminder - ALL TCP leave entries must match Frontline/ESS\*

If you have any questions please email Penny at [pdecaturo@fwsu.org](mailto:pdecaturo@fwsu.org) any time or call her during school hours at (802) 370 – 3113 x116.