A. Website URL
   The website URL is http://webclock.okstate.edu

B. Clocking in
   a. Use Internet Explorer to access the Timepro web clock
   b. Press the “Clock In” button
   c. Enter your okey shortname and password into the fields and press ok.
      Enter Credentials
      
      - User Name: okeyshortname
      - Password: okey password
      - Server: ad okstate edu
      
      OK Cancel

   d. If the clock in was successful, the green portion of the window will show the Employee Name, Job, date and time clocked in for about 10 seconds, before clearing.

   

   e. If you see following screen, it means that you are already clocked in.

C. Clocking Out
   a. Repeat the above steps. Instead of pressing “clock in”, press clock out.
b. You should see the following screen after a successful clock out.

```
LeMaster, Lorraine L TR-test position 232
Current Time: Wednesday, August 12, 2009 5:36:21 PM
Clocked Out 05:36 pm Reg.: 067 OT: 000
```

c. If you were not clocked in, it will give you the following screen

```
LeMaster, Lorraine L Not Clock In
Current Time: Wednesday, August 12, 2009 5:38:12 PM
```

D. Self Service
   a. View Timesheet
      i. To view your timesheet you will need to start by pressing the "Self Service" button.

```
TimePro
Clock In
Clock Out
Lunch
Self Service
Management
```

ii. Next you need to enter your okey shortname and password and press "ok".

iii. On the next screen you will need to press the "View Timesheet" button

```
Edit Timesheet
View Timesheet
Logout
```

iv. Next, you will be prompted to select the preferred pay period from a window as shown below. Highlight the preferred pay period then select continue.
v. Your timecard for that period will display as a PDF. You may then print or save the PDF as preferred.

b. Edit Timesheet
   
i. Same as above, except you will select "Edit Timesheet" instead of "View Timesheet".

   ii. To add a punch, select the "Add" button on the screen.

   iii. Next, double-click in the Type column on the new punch (default is ANL), then select the appropriate type from the list.

   iv. Click in the Date column and set the date as appropriate. The Date must be in the format mm/dd/yyyy.

   v. If you have multiple jobs, select the appropriate Job Class.

   vi. Enter the hours in the form of a number. For example, 1 hour and 15 minutes should be entered as 1.25, not 1:15.

   vii. When all edits are complete, select the "Save & Exit" button.