

Subject: Web Clock Enabled for **All** Employees; Immediately Discontinue Biometric Data Collection Device Usage

Date: March 16, 2020

To: CityTime Timekeepers and Administrators

Effective immediately and until further notice **ALL** employees should discontinue use of the CityTime Biometric Data Collection Device (DCD) to record Time In, Time Out, Meal Start, and Meal End.

All Employees are setup to use the “Web Clock” function (Web Clock Enabled).



ALL employees must remain “Web Clock” enabled until further notice. Agencies must not change this employee setting until further notice.

The attached “CityTime Alert” must be distributed to **All** employees notifying them to discontinue CityTime Biometric DCD usage and use the *Web Clock* function.

- You must also post this Alert at each DCD.
- We recommend you cover the DCDs to prevent employees from using the device.



Agencies **must not disable or disconnect the DCDs** from the network or their power source.

A reminder that employees also have the *Time Punch Request* available if they are missing punches due to these changes.

Employees using *Managed Timesheet* can continue to record their time directly onto the CityTime Timesheet as usual, but can also use the Web Clock feature, if preferred.

If a paper timesheet process is needed, CityTime functionality gives Managers/Supervisors and Timekeeping Administrators the capability to record and submit Time/M meal IN/OUT, Leave Requests and Overtime Requests *for Another* from the CityTime Left Navigation Bar.