

CityTime Alert-Until Further Notice



Monday, March 16, 2020 - For Employee Distribution and Posting at all DCD Location(s)

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 CityTime Web Clock function as follows:

Employees can access the “Web Clock” screen to record their Time In, Time Out, Meal Start, and Meal End directly from the CityTime login screen, by choosing “Web Clock” from the drop down selection:

The screenshot shows the CityTime login interface. It includes three input fields: 'User Name' with the value '1234567', 'Password' with masked characters, and 'Start Page'. The 'Start Page' dropdown menu is open, showing three options: 'Home Page', 'Web Clock', and 'Current Timesheet'. A red arrow points to the 'Web Clock' option. Below the fields are 'Sign In' and 'Forgot Password' buttons.

Once you choose “Web Clock” and click “Sign in” the following screen will display:

The screenshot shows the 'Web Clock' screen. At the top, it says 'Web Clock' and 'Please select the punch type that best describes your activity'. Below this, there is a 'Logged Time:' field showing '03/16/2020 13:45'. The '*Punch Type:' section has four radio button options: 'Time In', 'Time Out', 'Meal Start', and 'Meal End'. At the bottom, there are 'Save Punch' and 'Cancel' buttons.

For further information on using the Web Clock function, Please contact your Agency HR\Payroll Department.