

Subject: How to Access the CityTime Webclock via the internet

Date: April 16, 2020

To: CityTime Webclock Users

Due to the current COVID-19 Emergency situation, a temporary update has been made to allow employees with a *working CityTime ID and password* to enter Time In, Time Out, Meal Out and Meal In using the CityTime Webclock function from any computer or other device that is connected to the internet. Only The CityTime Webclock function is available via the internet. Once your hours are recorded, your Approver or Timekeeper can submit your timesheet on your behalf, as you cannot access your timesheet using the internet.



Employees who are able to access CityTime via the intranet must continue to do so.

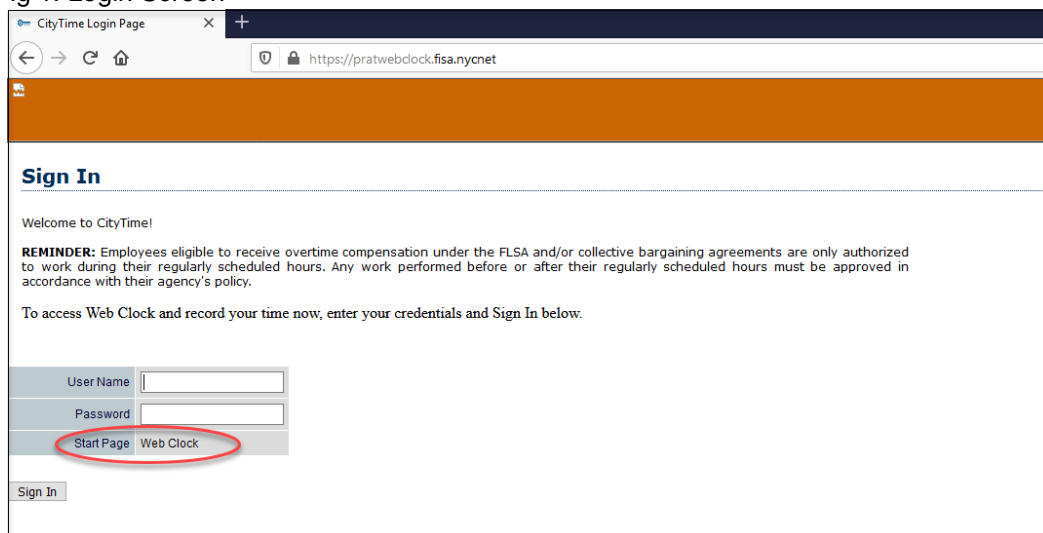
Recording your Time using the CityTime Webclock on the internet

- Open an internet browser, e.g., Chrome, Firefox.
- In the browser enter the following url: <https://webclock.nyc.gov>
 - The CityTime login screen is displayed



Only Web Clock is available. You will not be able to preview or perform any other functions on your timesheet.

Fig 1: Login Screen



- Enter your User ID and Password
 - The Web Clock screen is displayed.
- Select the Punch Type:
 - For example, if you want to punch in, Select “Time In”.
- Click on “Save Punch”

Fig 2: Web Clock Screen with “Time In” selected.

Web Clock

Please select the punch type that best describes your activity

Logged Time 04/09/2020 09:52

* Punch Type

- Time In
- Time Out
- Meal Start
- Meal End

Save Punch Cancel

- A confirmation message showing the punch type and the time is displayed on the login screen.

Fig 3: Confirmation message for a successful punch.

Sign In

Welcome to CityTime!

REMINDER: Employees eligible to receive overtime compensation under the FLSA and/or collective bargaining agreements are only authorized to work during their regularly scheduled hours. Any work performed before or after their regularly scheduled hours must be approved in accordance with their agency's policy.

To access Web Clock and record your time now, enter your credentials and Sign In below.

User Name

Password

Start Page Web Clock

Sign In

Confirmation
Your 'Time In' punch at 04/09/2020 09:52 has been recorded to your timesheet.

If your password has expired, the message will advise you that the punch was not recorded.

Fig 3: Confirmation message for a successful punch.

Sign In

Welcome to CityTime!

REMINDER: Employees eligible to receive overtime compensation under the FLSA and/or collective bargaining agreements are only authorized to work during their regularly scheduled hours. Any work performed before or after their regularly scheduled hours must be approved in accordance with their agency's policy.

To access Web Clock and record your time now, enter your credentials and Sign In below.

User Name	<input type="text"/>
Password	<input type="password"/>
Start Page	Web Clock

Your CityTime password has expired. No Web Clock punch has been recorded.

Viewing internet Web Clock punches on your timesheet:

Once you are able to view your timesheet using the Intranet URL; you can identify punches entered using the CityTime Webclock on the internet;

- Place your mouse over the specific time entry, and a pop up box will display the origin as “webclock_ext” for the punch that was entered via the internet.

Figure 4: Punch with Origin “webclock_ext”

My Timesheet	Name:	Date:	Status:	Empl ID:	Citytime ID:	Org:	Title:
Enter Time	Labor Allocation	Timesheet History					
Tools:	<input type="button" value="Add Time"/>	<input type="button" value="Add Meal"/>	<input type="button" value="Add Overtime"/>	<input type="button" value="Add Leave"/>	<input type="button" value="Comments"/>		
	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
Time In	<<				09:52		>>
Time Out							
Schedule							Totals
Regular Hrs		10:00-18:00	10:00-18:00	10:00-18:00	10:00-18:00		35:00
Meal		01:00	01:00	01:00	01:00	01:00	05:00
Duration							
Flex Time		09:00-10:00	09:00-10:00	09:00-10:00			

Origin: webclock_ext
Warning: No Warning
Adjusted Time: 09:45
Business Date: 04/09/2020