

## Web Clock- Time keeping feature

We strongly recommend that you clock in and out for your work shift using the Web Clock. If you consistently use the Web Clock you will not have to enter hours worked on your timesheet. (Sick time can only be entered using the timesheet method).

If you clock in and forget to clock out, you would then need to go into your actual timesheet and make that adjustment.

At your Oracle home page, scroll down until you see the web clock tile. Click on that tile.



The clock in clock out time clock will appear. Once you click on clock in the timer starts so do not use the clock in feature until you are at your work site and ready to work.

