



Para ver sus horas diarias y semanalmente, porfavor seguir las siguientes instrucciones:

1. VE AL SITIO WEB

<https://www.itcs-webclock.com/prod/ssfi01/home.cfm>

Esto es lo que va a aparecer en la pantalla

A screenshot of the "Employee Login" web interface. The page has a blue header with a hamburger menu icon on the left and the title "Employee Login" in the center. Below the title are two input fields: "Enter Your ID Number" and "Enter Your PIN Number". At the bottom is a numeric keypad with buttons for digits 1-9, 0, "CLR", and "OK".

1	2	3	CLR
4	5	6	OK
7	8	9	0

2. Donde dice **“Enter your I.D. number”** vas a poner su numero de identificacion para el reloj (dado por la agencia)

3. Haz clic donde dice ok

4. Haz clic donde dice ok una vez mas.

Ahora vas a ver que la pantalla dice:

The screenshot shows a mobile application interface for changing a PIN. At the top, it says "Change Pin" with a home icon. Below that is a red error message: "Password too short, minimum length 1, recreate PIN". There are two input fields: the first is labeled "Enter Your New PIN Number" and is currently empty; the second is labeled "Security Question: What is your place of birth?" and contains the text "NULL". At the bottom is a numeric keypad with buttons for digits 1-9, 0, CLR, and OK.

5. Donde dice **“Enter Your New PIN Number”** vas a poner una clave que vas a elegir.

6. Proximo vas a escoger una pregunta de seguridad. La pregunta es cuál es tu lugar de nacimiento? Donde dice **“NULL”** vas a poner el lugar de nacimiento y elegir OK.

Ahora vas a ver que la pantalla dice:



The image shows a mobile application screen titled "Employee Login". At the top left is a blue hamburger menu icon. Below the title are two input fields: "Enter Your ID Number" and "Enter Your PIN Number". Below these fields is a numeric keypad with three rows of buttons. The first row contains buttons for "1", "2", "3", and "CLR". The second row contains buttons for "4", "5", "6", and "OK". The third row contains buttons for "7", "8", "9", and "0".

Esta es la pantalla original del paso numero uno.

7. Ahora vas a poner tu numero de identificacion para el reloj donde dice **“Enter Your ID Number”** y vas a poner el numero de clave que eligistes donde dice **“Enter Your PIN Number”**


8. Eligir **“ok”**

Ahora la pantalla va a dicer


 Welcome  06-24-20 12:30 PM - EASTERN 

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Pay Period	Pay Period Ends	Status	Action
<b>CURRENT -</b> 06/22/20 - 06/28/20	<b>06/28/20</b> 11:59:59 PM	Not Approved	<a href="#">Approve</a>
<b>PREVIOUS -</b> 06/15/20 - 06/21/20	<b>06/21/20</b> 11:59:59 PM	Not Approved	<a href="#">Approve</a>

**More Options** 

**Message of the Day:**  
Welcome to the ITCS WebClock!

9. Haz clic en las tres barras (arriba a la izquierda) 

Ahora la pantalla va a dicer

The screenshot shows a user interface with a navigation menu on the left and a table of pay periods. The navigation menu includes items like 'Current and Previous Timesheet', 'Hours and Description', 'Change Pin', 'Employee Information', 'Pay Period Status', 'Company Holidays', 'Company Information', and 'Manager Login'. The table below shows two pay periods, both with a status of 'Not Approved' and an 'Approve' button.

Welcome  06-24-20 12:30 PM - EASTERN

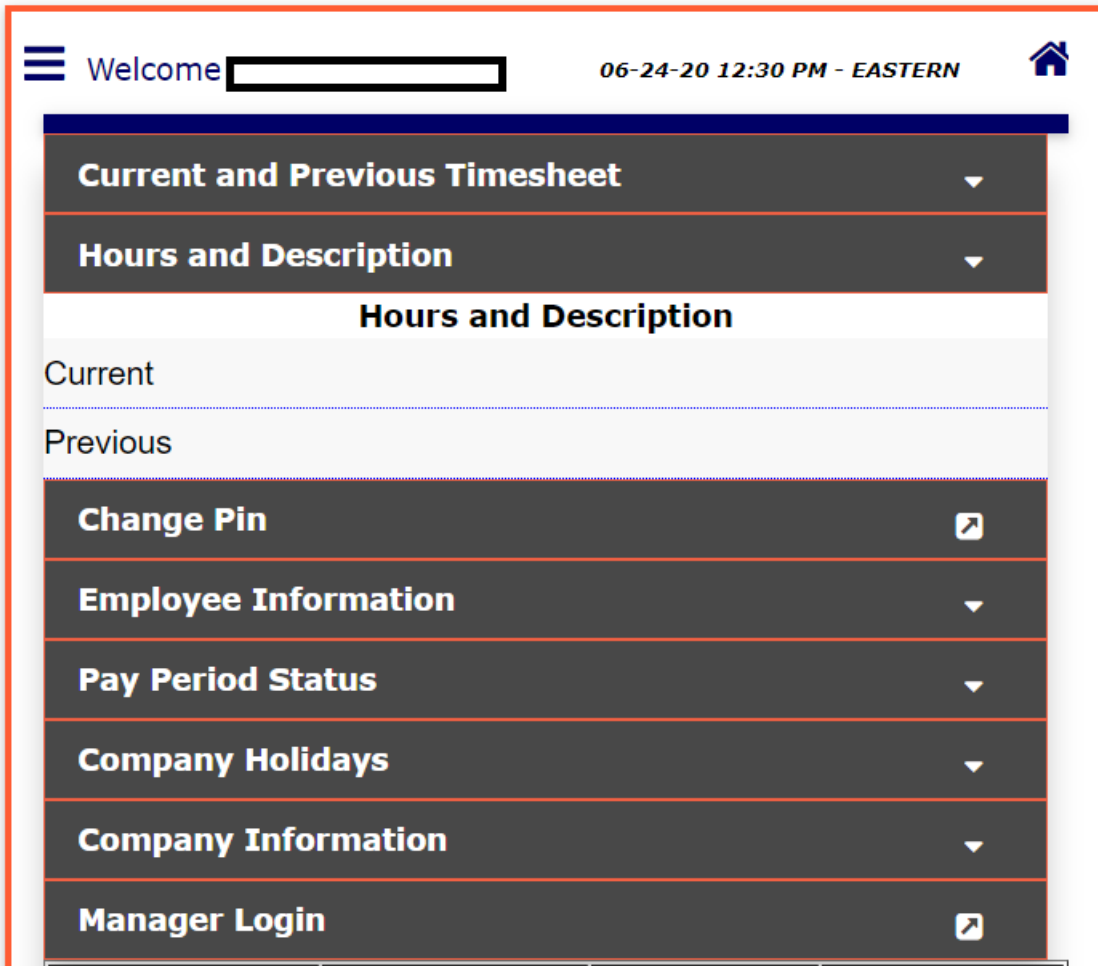
- Current and Previous Timesheet
- Hours and Description
- Change Pin
- Employee Information
- Pay Period Status
- Company Holidays
- Company Information
- Manager Login

Pay Period	Pay Period Ends	Status	Action
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**More Options**

10. Haz clic en donde dice "Hours and Description"

Ahora la pantalla va a decir



Haz clic donde dice "current" para ver las horas actual

Haz clic donde dice "previous" para ver las horas del pasado