



To view your daily or weekly hours, please following the below instructions:

1. Go to the following website

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

This is what the screen will look like below.

The screenshot shows the "Employee Login" interface. It features a hamburger menu icon in the top left corner. The title "Employee Login" is centered at the top. 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. Where it reads “**Enter your I.D. number**” please enter your WebClock I.D. You can ask Staffing Specifix for this number if you don’t have it.

3. Click on “OK”

4. Click on “OK” once more.

Now the screen will look like this:

Change Pin 

Password too short, minimum length 1, recreate PIN

Enter Your New PIN Number

Security Question: What is your place of birth?

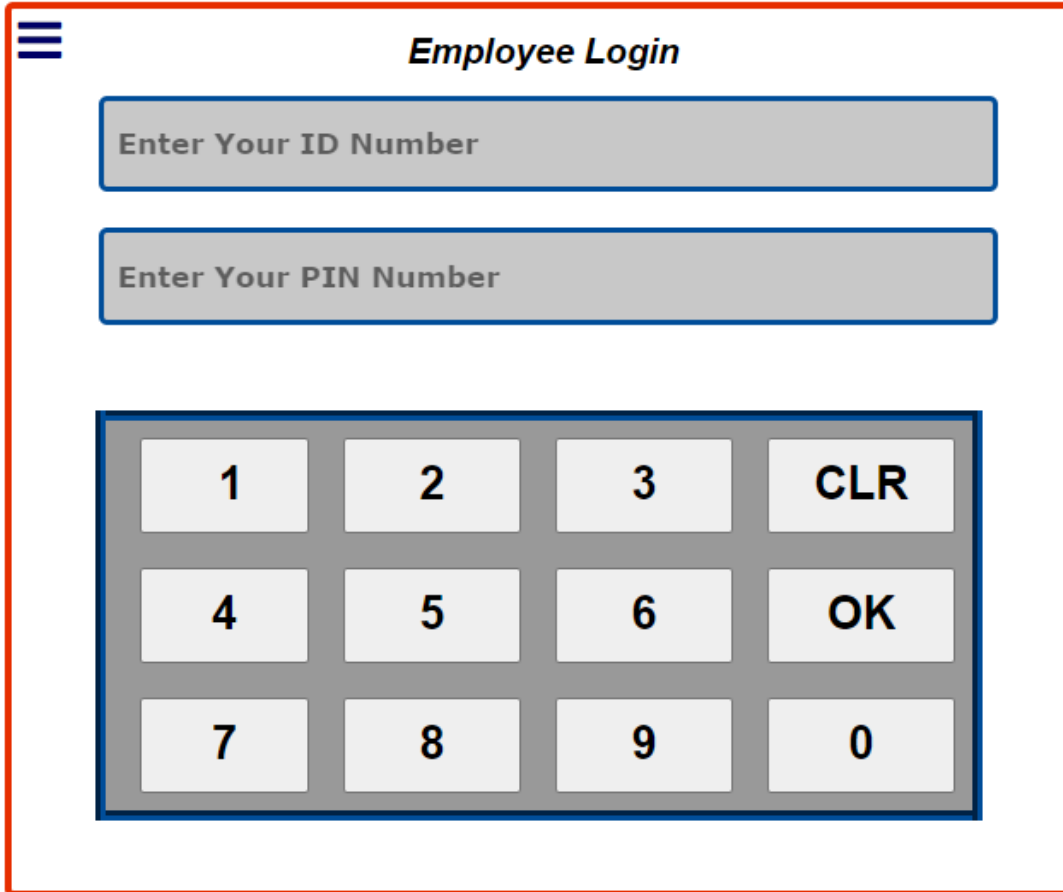
NULL

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

5. Where it reads “Enter Your New PIN Number”, please pick your PIN #

6. Next the security question needs to be answered. Please enter your place of birth where it says “NULL” and click “OK”.

Now the screen will look like this:



The image shows a mockup of an "Employee Login" screen. It features a hamburger menu icon in the top left corner. The title "Employee Login" is centered at the top. 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

This will be just like the original screen in number one.


7. Now enter the WebClock I.D. where it reads **“Enter Your ID Number”** and enter the PIN you chose before where it reads **“Enter Your PIN Number”**

8. Click **“OK”**


The screen now should look like this below.

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

Pay Period	Pay Period Ends	Status	Action
CURRENT - 06/22/20 - 06/28/20	06/28/20 11:59:59 PM	Not Approved	Approve
PREVIOUS - 06/15/20 - 06/21/20	06/21/20 11:59:59 PM	Not Approved	Approve

More Options 

Message of the Day:
Welcome to the ITCS WebClock!

9. Click on the three bars (Top Left) 

Now the screen should look like below:

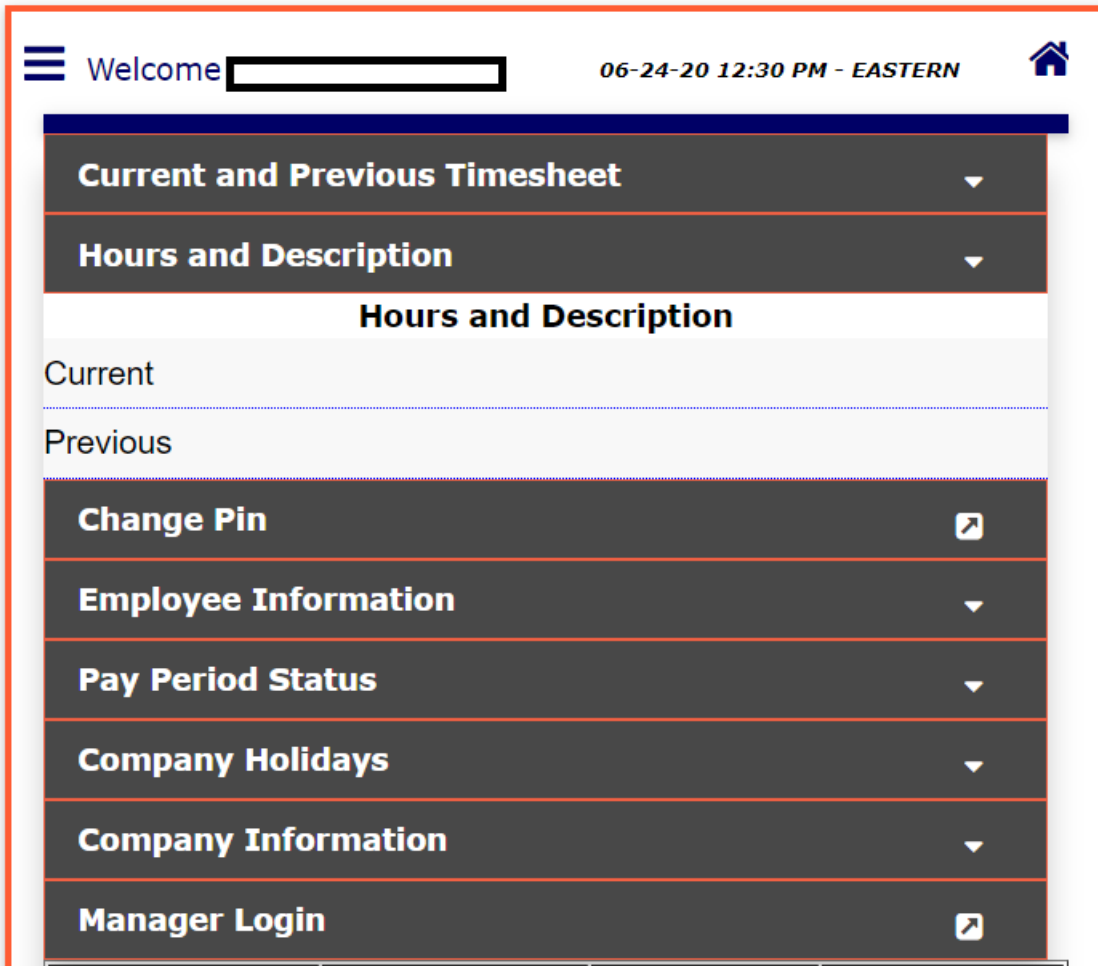
The screenshot shows a user interface with a navigation menu on the left and a table of pay periods. The navigation menu includes items like 'Current and Previous Timesheet', 'Hours and Description', 'Change Pin', 'Employee Information', 'Pay Period Status', 'Company Holidays', 'Company Information',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

Pay Period	Pay Period Ends	Status	Action
CURRENT - 06/22/20 - 06/28/20	06/28/20 11:59:59 PM	Not Approved	Approve
PREVIOUS - 06/15/20 - 06/21/20	06/21/20 11:59:59 PM	Not Approved	Approve

Below the table is a blue button labeled 'More Options' with a dropdown arrow.

10. Click where it says "Hours and Description"

Now the screen should look like this below:



Click where it says "current" to view your current hours.

Click where it says "previous" to view your previous hours.