



SwipeClock: Introduction for Employees

Key Links:

- Website: [Swipeclock site](#)

Welcome to SwipeClock!

This article contains a step by step guide to help you get started with SwipeClock timekeeping! You will find videos and instructions on How to Punch In/Out, Use the WebClock, Navigate the Portal, Request Time Off, and Reset Your Portal Password!

Use the WebClock

The WebClock is a type of time clock used for punching in and out. You may or may not have access to the WebClock depending on your employer's setup. You may also be able to clock in via the mobile app. This video explains how to punch in and out on either device. However, in the case of the mobile app, you do not need to log in every time you need to punch in and out, opening the app is all that's necessary.

[Click Here to Watch Video!](#)

Employee Portal Navigation

This video explains the basics, including how to:

1. Login.
2. View and approve your time card.
3. Add/update your email and phone.
4. Check your schedule.

[Click Here to Watch Video!](#)

Request Time Off

Requesting time off can be done in both the Employee Portal and mobile app. The first video demonstrates how to:

1. Check the departmental time off calendar.
2. Check your balance.
3. Make a single day request.
4. Withdraw a request.

[Click Here to Watch Video!](#)



In this second time off video, you'll learn how to:

1. Make a partial day request.
2. Include weekend days in a multi-day request.
3. Set up email notifications related to your time off request.

[Click Here to Watch Video!](#)

Reset Your WebClock/Employee Portal Password

If you forget your password for the WebClock and Employee Portal, the login will present a "Forgot Password" option after an unsuccessful login.

A screenshot of the "Employee Login" interface. At the top, the title "Employee Login" is displayed in white on a dark blue background. Below the title is a white login form. At the top of the form is a red error banner with a white exclamation mark icon and the text: "The Site ID or the Username/Password combination is incorrect. [Forgot Password?](#)". Below the banner are four input fields: "Username" with the value "wborahSaw", "Password" with masked characters "*****", "Site ID (optional)" with the value "38818", and a "swipeclock" logo at the bottom. At the bottom of the form are two buttons: a solid blue button labeled "WEBCLOCK" and a white button with a blue border labeled "EMPLOYEE PORTAL".

IMPORTANT: You will need an email linked to your account to self-reset a forgotten password.

[Click Here to Watch Video!](#)