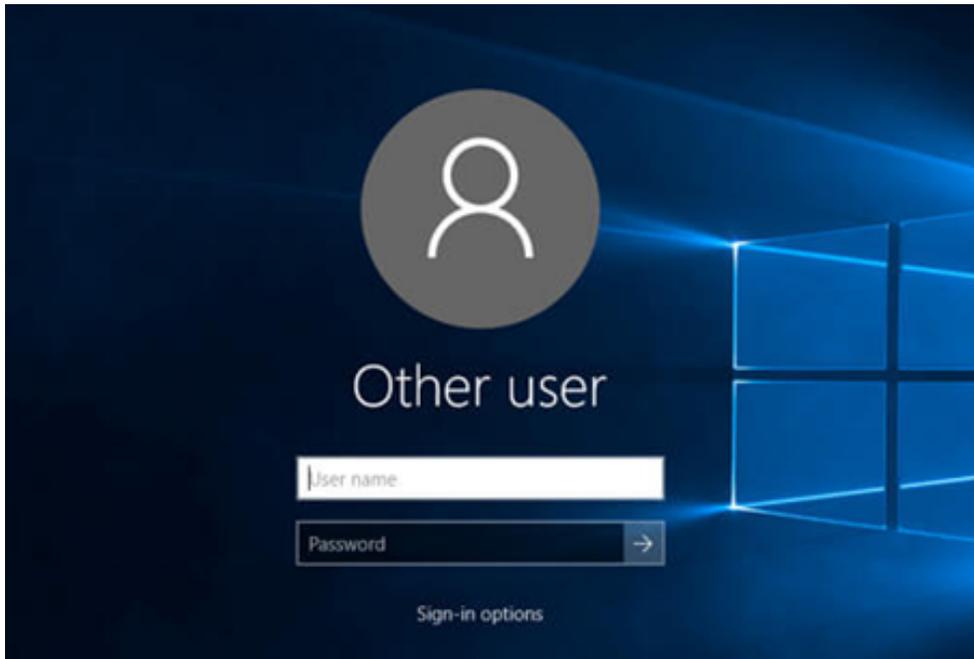


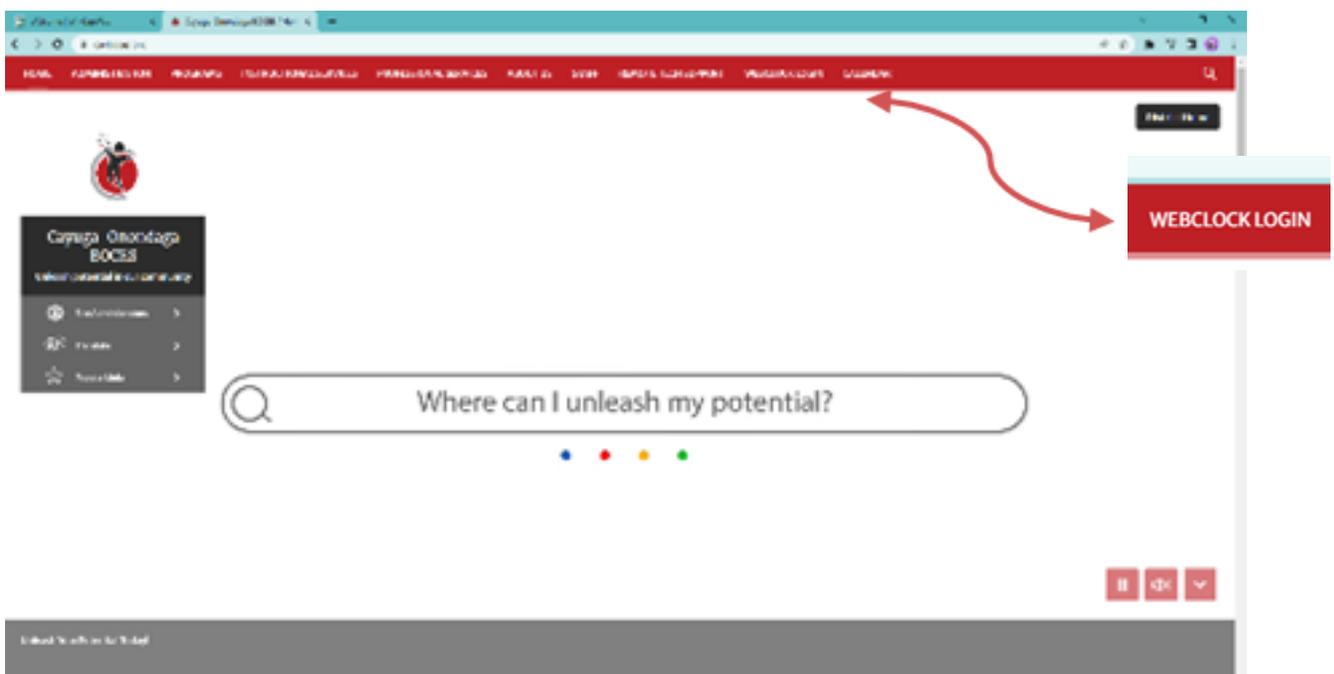
## Punching In and Out with WebClock

These are the directions for how to punch in and out using WebClock. If you forget to punch in or out, or run into another error, please notify your supervisor.

1. Login to your computer with your username and password. You can also access WebClock from your personal cell phone, as long as you are connected to the district's wireless network.



2. Access our website [www.cayboces.org](http://www.cayboces.org) and click on WEBCLOCK LOGIN.



3. Enter your Employee Number and Pin, and click “IN.”

Clock ID 03755 PIN \*\*\*\*

Thu Aug 11 2022 3:52:28 PM

In Out

4. Confirm your position. If you have more than one position, you will see it noted in the “Job/Duty” Drop Down. Click “OK”

Additional Information Needed for In

Job/Duty TEACHER AIDE

TEACHER AIDE

Thu Aug 11 2022 15:56:37 GMT-0400 (Eastern Daylight Time)

OK Cancel

5. WebClock will confirm your name and that you have Punched In.

Clock ID PIN

TEACHER AIDE SAMPLE(03755) Punched In

Fri Aug 12 2022 3:01:54 PM

In Out

6. To “Punch Out,” you will do the same as when punching in, but click on the “OUT” button. WebClock will confirm that you have punched out.

Clock ID 03755 PIN \*\*\*\*

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In Out