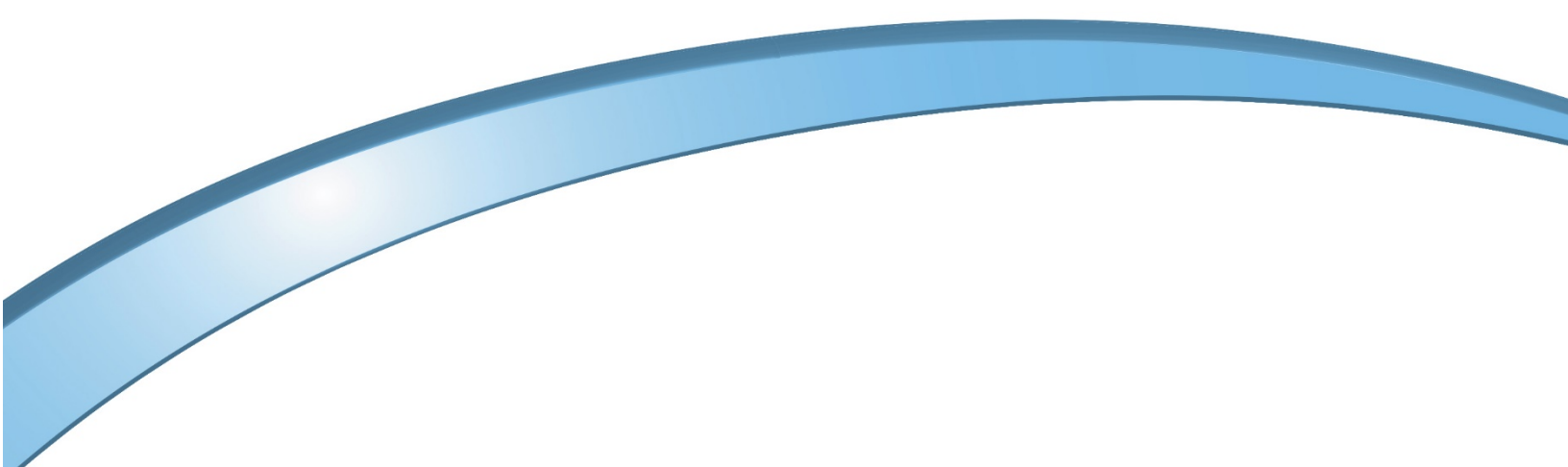
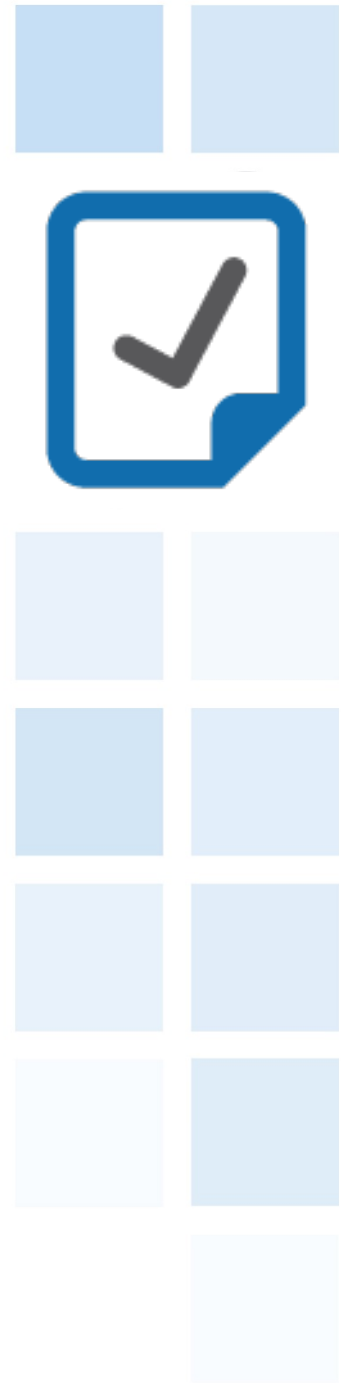




System Documentation

OnePoint Human Capital Management

How To Enable Web/Mobile Punching Access for Remote Workers



TRACKING TIME FOR REMOTE WORKERS

The OnePoint HCM platform is fully cloud-based. Employees can securely login to their self-service portal from any web enabled device using a browser. This gives clients flexibility to enable a time collection models best suited for their remote workforce.

OnePoint HCM platform has 3 option for enabling time tracking for remote workers.

Option 1 – The Timesheet

Option 2 – The Mobile App

Option 3 – Webclock

Settings

Please check these settings if you'd like to "unlock" these settings to permit employees to track time remotely.

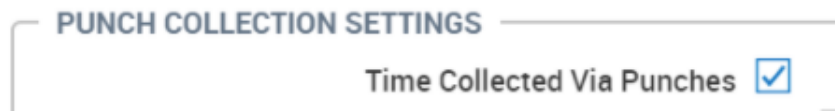
Review your security profiles. Check to make sure your employees have access to Time Keeping functionality. You can check this by going into the security profiles and checking off the items they will need to access. Like requesting time-off, accessing their timesheets, and viewing their schedule.

TIME TRACKING

- Access Personal Timesheets
- Approve Personal Timesheets
- Close Open Absences
- Correct Personal Timesheet
- Create Open Absences
- Request Overtime
- Request Time Off (Modify Request)
- Request Timesheet Changes
- View Accruals History
- View Open Absences
- View Personal Schedule
- View Personal Time Off Calendar
- View Personal Timesheet Audit
- View Personal Timesheet Correction History
- View Points History

Option 1 – Enable the Timesheet

Punching in and out on the timesheet. In the classic UI within the timesheet profile, you can enable punching on the timesheet on the desktop. If you are using the new UI, proceed to enable the web clock punch found in the next option.



You can either have configured to be a **Simple Punch** (one button) or show is as **Punch IN** and **Punch OUT** (two buttons).



NOTE: There are more settings in the Timesheet Profile you may want to consider such as Employee Submission, Disclaimers, and Time-Off Settings.

Option 2 – Enable the Mobile App

Enable the mobile app. You can have your employees punch in/out submit, time-off, view timesheets, and other employee self-service features from within the mobile app. The following articles will help you in getting up and running with the app.

- **Enable & Configure:** How To Enable and Configure the New UI Mobile App

NOTE: You do not have to be on the New UI to use the new mobile app.

Option 3 – Webclock

Web Clock is a simple way to grant access to track hourly workers. Keep in mind, they will only have access to punch in and out and will not be able to access other employee self-service features like requesting time-off.

1. Go to Global Setup > Company Setup > Login Config

Web Clock

Enabled Web Clock	<input checked="" type="checkbox"/>
Allow To Login	<input type="checkbox"/>
Allow Change Password	<input checked="" type="checkbox"/>
Username/Password Clear Interval	<input type="text" value="15"/>
Allow Simple Punch	<input type="checkbox"/> Label <input type="text"/>
Allow Punch IN	<input checked="" type="checkbox"/> Label <input type="text" value="Punch IN"/> Color <input type="text" value="#00CC00"/>
Allow Punch OUT	<input checked="" type="checkbox"/> Label <input type="text" value="Punch OUT"/> Color <input type="text" value="#FF6666"/>
Allow Change Cost Centers	<input type="checkbox"/> Label <input type="text" value="Change Cost Centers"/>
Allow Type In Cost Center Name	<input type="checkbox"/> Label <input type="text"/>
Allow Collect Extra Pay	<input type="checkbox"/> Label <input type="text"/>

2. MFA is not required if the employee just uses Web Clock because they are tracking time but not logging in. Simply provide employees with the link found in your Web Clock configuration setup.


Allow Change Password	<input type="checkbox"/>
Username/Password Clear Interval	<input type="text" value="15"/>
Allow Simple Punch	<input type="checkbox"/> Label <input type="text"/>
Allow Punch IN	<input checked="" type="checkbox"/> Label <input type="text"/> Color <input type="text"/>
Allow Punch OUT	<input checked="" type="checkbox"/> Label <input type="text"/> Color <input type="text"/>
Allow Change Cost Centers	<input checked="" type="checkbox"/> Label <input type="text" value="Change Dept"/>
Allow Type In Cost Center Name	<input type="checkbox"/> Label <input type="text"/>
Allow Collect Extra Pay	<input type="checkbox"/> Label <input type="text" value="Add Extra Pay"/>

PUNCH MESSAGES

Info Messages Clear Interval	<input type="text" value="5"/> Seconds
Warning Messages Clear Interval	<input type="text" value="5"/> Seconds
Error Messages Clear Interval	<input type="text" value="5"/> Seconds

URL: [https://partner.saashr.com/ta/Idemo clock](https://partner.saashr.com/ta/Idemo%20clock)

3. Once the employee has access, the following screen is what the employee will see and use to punch in and out.

1:52 PM (PDT)

ONEPOINT HUMAN CAPITAL MANAGEMENT LLC.

[Forgot your password?](#)

Personalized Company Message here!
This screen may contain important messages for your employees.

Other Webclock Recommendations

- If your employees are used to only using the punching at a time clock, they might not have access to their username or password. Remember to send employees their username and password information prior to enabling this option for remote workers. Note, employees will need to have an email address in the OnePoint system to receive the login credentials.
- Be sure you do not have "Access Profiles" enabled which would prevent employees from clocking in outside of specific IP addresses. You can simply deactivate it in the profile.