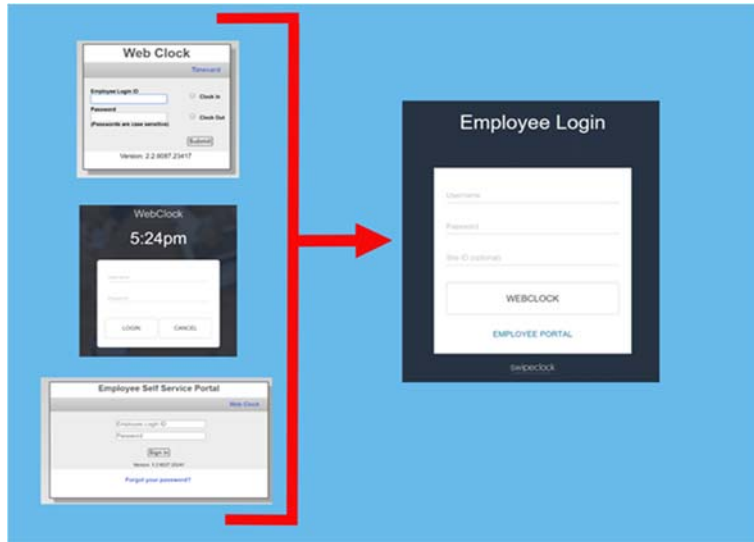


## WebClock and ESS Changes

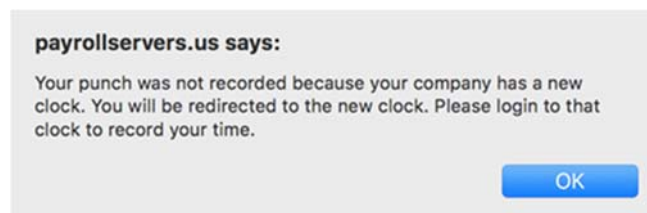
WebClock and the Employee Self Service (“ESS”) login page will soon look a little different. In addition to user interface changes, the new WebClock will also be the primary access point for the ESS. This means an employee will access their employee portal (for viewing the time card, requesting time off, etc.) through the same URL as the WebClock.



*Some of the old login pages that will be replaced with the new login*

- What do I enter for Site ID? The *Site ID* is a unique identifier associated with each timekeeping account and it is **optional**.
- Our login still looks the same, is something wrong? Don't worry, it will still operate normally. This is a phased release.
- Do I Need to Change Anything? **No, not immediately.** There is really no change in the functionality of the new WebClock, just a more unified experience for the user.

It's important to point out that during the transition (scheduled for the week of Feb. 5th, 2018), employees will see the following when using the old login pages:

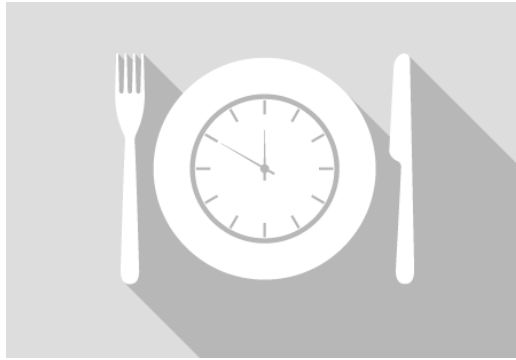


*During the transition only, employees using the old login URL will be redirected after they enter their credentials*

When an employee sees this message, they will need to click OK so that they can be taken to the *new* login page. Once there, **they will need to enter their login and password again.**

### **This "Re-entry of Credentials" Behavior is Only Temporary**

If you are using **IP filters** or **clock prompts**, those features will still work as before and no additional configuration is needed. Technically, the **URL for the WebClock is changing**. The new URL that can be used/saved is <https://clock.payrollservers.us/#/clock/web/login>



## **New Meal Compliance**

In mid-February the “TimeWorksPlus” & “WebClock” services will help employers manage meal compliance! A new enforcement feature restricts access when punches are not within defined parameters, including punch times for meals. This feature also allows employers to choose if an employee is paid for the meal period, paid back their meal period, how much they get paid, and how long meal breaks must be. Meal periods are customizable to conform with state or local laws.

If you currently have custom scripting for meal breaks or rest periods we will be closely monitoring how the new features behave with the setup of your account.



## **New Look to Time Off Request**

A new Time Off Request module is another upgrade and will be offering a better employee experience. A new and improved look (on PC and mobile) combined with a streamlined Time Off process means employees can request and view available time easier than ever before.