
Records Timeclock

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CHAPTER 1

Getting Started

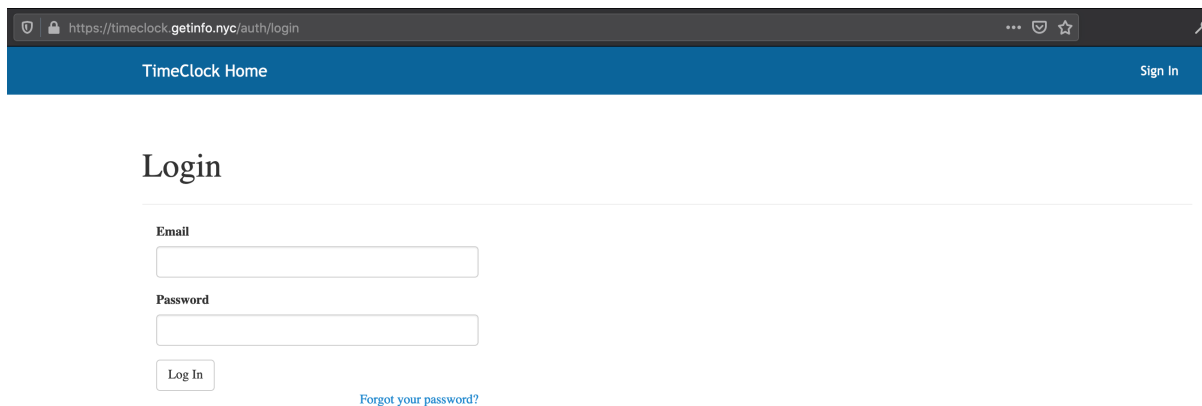
The Records Timeclock is deployed at <https://timeclock.getinfo.nyc/>.

In order to access it you will need to reach out to the Department of Records Human Resources division.

CHAPTER 2

Logging In

Once you receive an email with your temporary password, click on the link in the email to login. Your username is your email address and your welcome email contained your temporary password.



The screenshot shows a web browser window with the address bar containing the URL `https://timeclock.getinfo.nyc/auth/login`. The page has a blue header bar with the text "TimeClock Home" on the left and "Sign In" on the right. Below the header, the word "Login" is displayed in a large, serif font. Underneath "Login" is a horizontal line. Below the line, there are two input fields: the first is labeled "Email" and the second is labeled "Password". Below the "Password" field is a button labeled "Log In" and a link labeled "Forgot your password?".

Upon your first login you will need to choose a new password. Passwords must be at least 8 characters long and must contain a number and an uppercase letter.

Text


TimeClock Home History Requests ▾ Change Password Sign Out

Old password

New password

Confirm new password

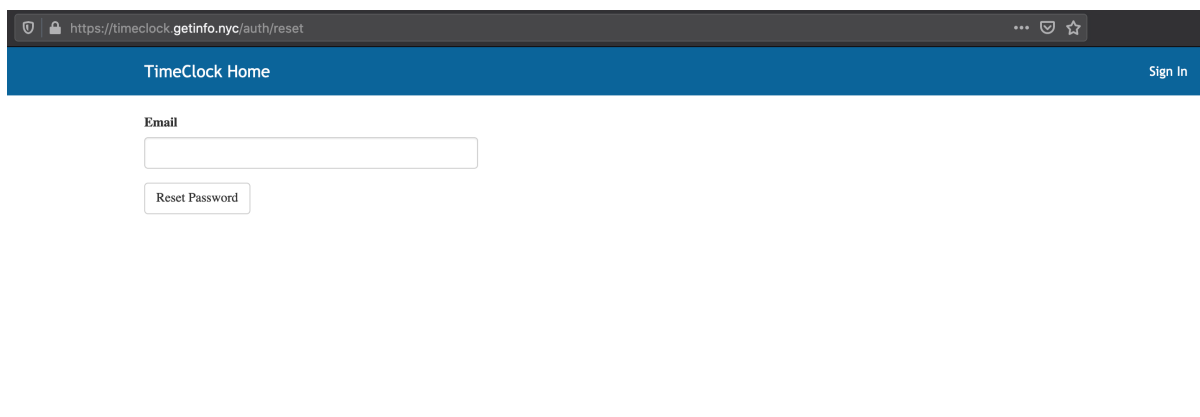
Enter the password you received in the email from the timeclock (appdev@records.nyc.gov) Choose a new password. Passwords must have 8 at least 8 characters, a capital letter, and a number



CHAPTER 3

Forgotten Password

If you forget your password, you can click on the “Forgot Password” link on the home page.



The screenshot shows a web browser window with the URL `https://timeclock.getinfo.nyc/auth/reset`. The page has a blue header with "TimeClock Home" on the left and "Sign In" on the right. Below the header, there is a form with the label "Email" above a text input field. Below the input field is a button labeled "Reset Password".

You will be sent a password reset link that you can use to reset your password. Passwords must be at least 8 characters long and must contain a number and an uppercase letter.

Reset Your Password

New Password

Confirm password

Reset Password



Passwords must have at least 8 characters and must contain a Capital letter and a number

CHAPTER 4

Clocking In / Out

After logging in you will be able to clock in or out using the clock in / out button.

If you need to provide additional information when you enter your time punch you can use the “Note” field.

The screenshot shows the TimeClock Home interface. At the top is a blue navigation bar with the text "TimeClock Home" on the left and "History", "Requests", "Change Password", and "Sign Out" on the right. Below the navigation bar, the user is greeted with "Welcome," followed by their name "Name: Application Development Team" and email "Email: appdev@records.nyc.gov". A "Note:" field is present, which is an empty text input box. Below the note field is a green "Clock In" button. At the bottom of the page, the text "You last clocked out at" is visible. Annotations with arrows point to the "History" link, the "Clock In" button, the "Note" field, and the "You last clocked out at" text.

View your time punch history here

Add any relevant notes about your time punch here

Clock In / Out using this button

Your previous punch time will be visible here.

Viewing Your Timesheet

You can view your timesheet history by clicking on the “History” button in the toolbar.

The page will show each timepunch you have submitted. You can also generate a timesheet by clicking on the “Generate Timesheet” button. This will generate a PDF you can submit to HR to corroborate your time.

TimeClock Home							History	Requests -	Change Password	Sign Out
Filter Results		Clear Filter				Generate Invoice	Generate Timesheet			
Email	First Name	Last Name	Clocked	Division	Tag	Time				
appdev@records.nyc.gov	Application	Development Team	OUT	Tech	Other	Mar 15, 2020 17:12				
appdev@records.nyc.gov	Application	Development Team	IN	Tech	Other	Mar 15, 2020 17:12				

Total Hours: 0.0

« 1 »


Requesting a Timepunch

If for any reason you were unable to submit a timepunch by clicking on the Clock In / Clock Out button you can submit a time punch by going to https://timeclock.getinfo.nyc/request_timepunch.

You will be required to provide a note explaining why you were unable to clock in or out.

TimeClock Home History Requests - Change Password Sign Out

<h3>Request Timepunch</h3>	<h3>Request Vacation</h3>
<p>Punch Type <input type="text" value="In"/></p>	<p>Start Date <input type="text" value="2020-03-15"/></p>
<p>Date <input type="text" value="2020-03-15"/></p>	<p>End Date <input type="text" value="2020-03-15"/></p>
<p>Time (24-hour) <input type="text" value="09:00"/></p>	<p><input type="button" value="Submit Request"/></p>
<p>Note: <input type="text"/></p>	
<p><input type="button" value="Submit Request"/></p>	


Use this form to submit a request for a timepunch

CHAPTER 7

Getting Help

If you need assistance, please contact submit a ticket to the DORIS IT Service Desk and CC the Application Support team at appsupport@nycrecords.atlassian.net.