
Records Timeclock

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CHAPTER 1

Getting Started

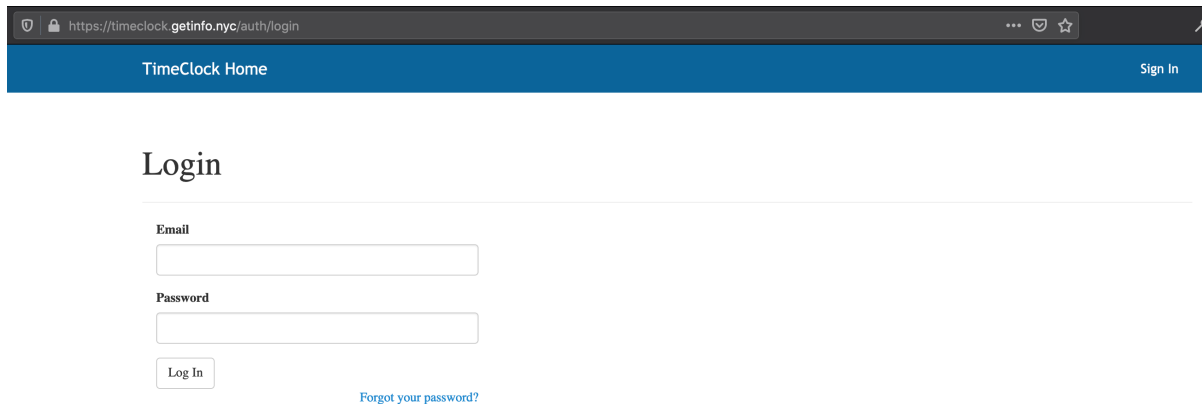
The Records Timeclock is deployed at <https://timeclock.getinfo.nyc/>.

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 displaying `https://timeclock.getinfo.nyc/auth/login`. The page has a blue header with "TimeClock Home" on the left and a "Sign In" link on the right. Below the header, the word "Login" is centered. The login form consists of two input fields: "Email" and "Password". Below the "Password" field is a "Log In" button. To the right of the "Log In" button is a link that says "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

HistoryRequests ▾Change PasswordSign Out

Old password

New password

Confirm new password

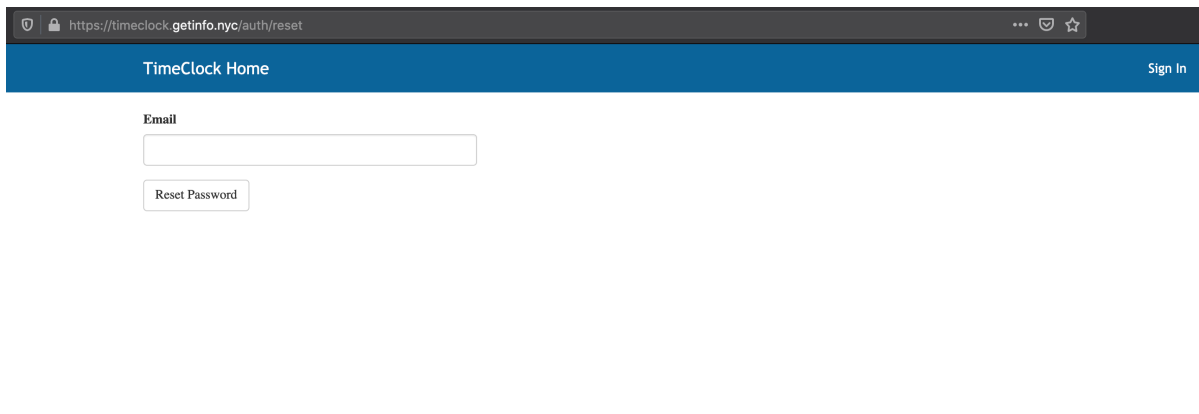
Update Password

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.

A screenshot of a web browser showing the 'TimeClock Home' page. The browser's address bar displays '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'.

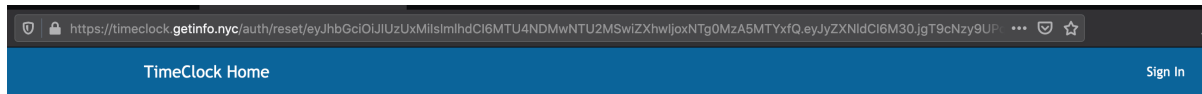
https://timeclock.getinfo.nyc/auth/reset

TimeClock Home Sign In

Email

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 links for 'History', 'Requests' (with a dropdown arrow), 'Change Password', and 'Sign Out' on the right. Below the navigation bar, the main content area displays a welcome message: 'Welcome,' followed by user details: 'Name: Application Development Team' and 'Email: appdev@records.nyc.gov'. Below this is a 'Note:' label and a text input field. A green button labeled 'Clock In' is positioned below the note field. At the bottom of the visible area, the text 'You last clocked out at' is followed by a blank space. Annotations with arrows point to specific elements: one points to the 'History' link with the text 'View your time punch history here'; another points to the 'Requests' dropdown with the same text; a third points to the 'Note' text input field with the text 'Add any relevant notes about your time punch here'; a fourth points to the 'Clock In' button with the text 'Clock In / Out using this button'; and a fifth points to the 'You last clocked out at' text with the text 'Your previous punch time will be visible here.'

TimeClock Home

Welcome,

Name: Application Development Team

Email: appdev@records.nyc.gov

Note:

You last clocked out at

History Requests Change Password Sign Out

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.

CHAPTER 5

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

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CHAPTER 6

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

HistoryRequestsChange PasswordSign Out

Request Timepunch

Punch Type

In

Date

2020-03-15

Time (24-hour)

09:00

Note:

Submit Request

Request Vacation


Start Date

2020-03-15

End Date

2020-03-15

Submit Request



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.