

Cook County Time (CCT) Web Clock

The Cook County Time (CCT) Payroll and Timekeeping system is an enterprise-grade, web-based solution that captures time and labor data and automates the most complex pay rules, entirely through configuration. The CCT uses a biometric time clock where the employee will swipe their work ID and fingerprint at the beginning and end of a shift.

However, Cook County recognizes that not all employees have access to a time clock based on their job functions and that limiting touching surfaces during the COVID-19 pandemic is important. Therefore, a web-based time clock has been added as an option for Cook County employees, to capture the time keeping information required for processing payroll checks.

Effective Monday 7/6/2020, you will have the option to either utilize the time clock with the provided stylus or alternatively to utilize the web clock via a web browser, as directed by your department management. Either option can be used to “clock in” at the start of your shift and “clock out” at the end of your shift. Please use the following instructions.

Recording Time with WebClock

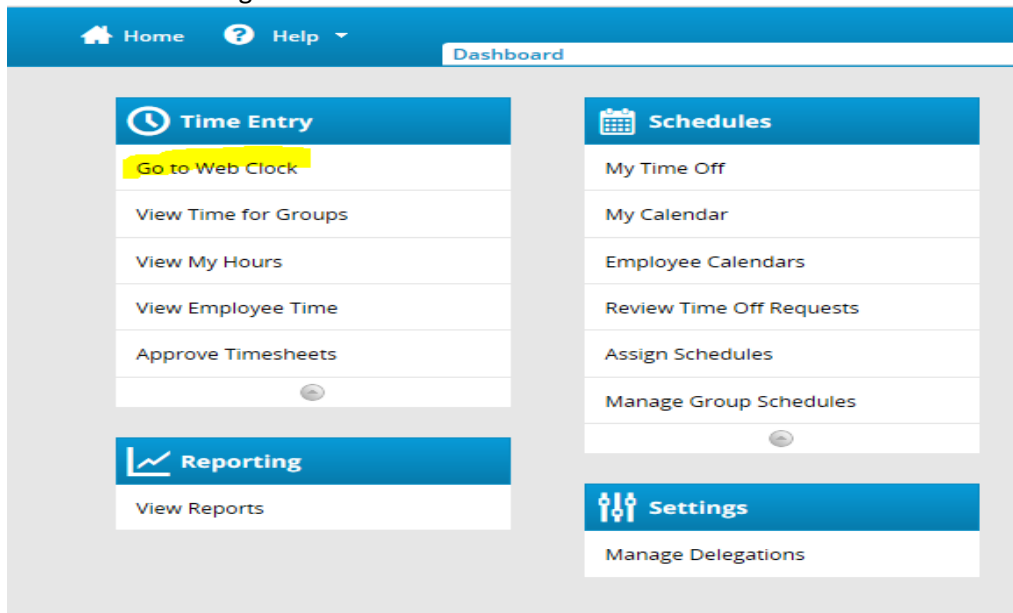
What is WebClock? WebClock functions like a traditional time clock to let you clock in and out, record meal breaks, and enter additional information about your worked time. WebClock is accessed from a web browser.

WebClock Instructions

- Use the Web clock URL link to **clock in at the start of your shift.**
- Use the Web clock URL Link to **clock out at the end of your shift.**
- **DO NOT CLOCK IN AND OUT FOR LUNCH**
- **Please note failure to clock in and out will result in zero hours being recorded for that day.**
- Please clock in using the following URL:

<https://sts.cookcountyil.gov/adfs/ls/idpinitiatedsignon.aspx?RelayState=RPID%3Dhttps%253A%252F%252Fcookcounty.workforcehosting.com%26RelayState%3D>

You should be brought to this screen:

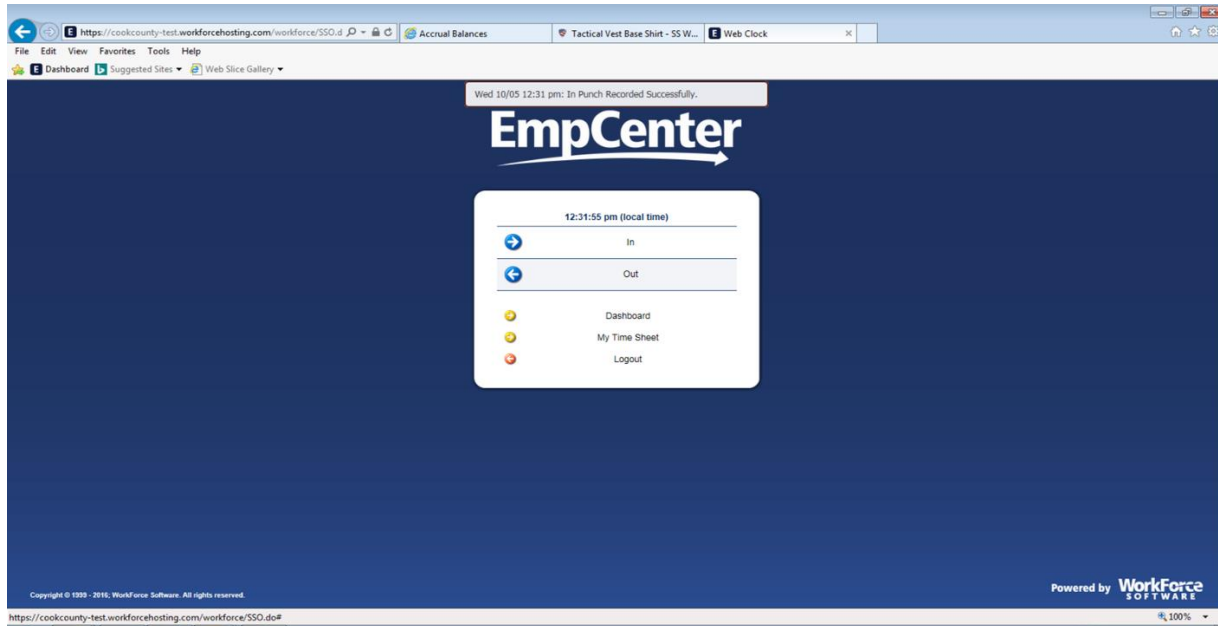


The screenshot displays the WebClock dashboard interface. At the top, there is a navigation bar with 'Home' and 'Help' icons, and a 'Dashboard' tab. The main content area is divided into four sections:

- Time Entry:** Contains a 'Go to Web Clock' button (highlighted in yellow), 'View Time for Groups', 'View My Hours', 'View Employee Time', and 'Approve Timesheets'.
- Reporting:** Contains a 'View Reports' button.
- Schedules:** Contains 'My Time Off', 'My Calendar', 'Employee Calendars', 'Review Time Off Requests', 'Assign Schedules', and 'Manage Group Schedules'.
- Settings:** Contains a 'Manage Delegations' button.

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From here select Web Clock under the Time Entry selections. This should bring you to this screen.



- Please select “in” for the beginning of your shift and “out” at the end of your shift.
- If you work overtime, please clock out at the end of the overtime worked.
- **If you have any issues, please contact your IT support resources for assistance.**

Logging In and Out with WebClock

The following instructions assume you using WebClock via a web browser.

1. Use the login link and credentials that are provided by your manager.
2. If the home page is displayed, select **Go to Web Clock**; otherwise your login may take you directly to WebClock.
3. Select the appropriate button to record your time. Typical buttons may include the following:
In for Work
Out for Break or **Out for Meal**
In from Break or **In from Meal**
Out from Work
4. You may be required to select **Logout**. Additionally, WebClock may log you out after a certain period of inactivity, as set by your organization.