

We offer three types of login pages that you can use to access your Easy Time Clock account.

1. **Standard Login** - This login page is perfect for employees that have their individual computer at their desk. The company login name, employee name and password fields are required to first login. The time clock will then remember who logged in last and have the field auto fill for quicker access by checking the box to remember Company Login and Employee Name. See sample on the right.

*** Recommended for companies that have an assigned computer for each employee.*



Easy Time Clock

Company Login

Employee Name

Employee Password

Remember Company Login
 Remember Employee Name

[List Login](#) | [Create Windows Shortcut](#) | [Password Help](#)

Standard Login Sample

2. **Employee List Login** – For companies that need to have multiple people logging in from the same computer, the List Login is recommended. The employee will select their name from a drop down list then type in the password to login.

*** Recommended for companies that want a dedicated computer for accessing the time clock.*



Easy Time Clock

Select Department Select Employee Enter Password

Remember Department
 Remember Employee Name

[Standard Login](#) | [Quick Punch Button](#) | [Create Windows Shortcut](#) | [Password Help](#)

List Login Sample

3. **Quick Punch** – Instant time stamp into the user’s time card without logging into the time card directly. User selects their name and types in the password then clocks in/out. Fast and easy.

Select Department Select Employee Enter Password Quick Punch

Remember Department
 Remember Employee Name

[Standard Login](#) | [List Login](#) | [Create Windows Shortcut](#) | [Password Help](#)

Quick Punch Sample

SHORTCUT HELP: Select the login page you prefer and click on the [Create Windows Shortcut](#) link to save the shortcut icon to your desktop.

The following are login instructions for your employees. Feel free to print out or emailed to your employees for reference.

Standard Login

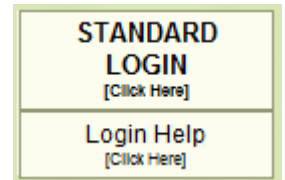
The first time you login from your computer the following information is needed to be able to log into your employee time card to clock in and out. Your time clock administrator will need to give you the following information to be able to login.

- 1) **Company Login Name** – this is a company login name that your administrator created when opening the account.
- 2) **Username** – You will need to type your name exactly how it is typed in the system.
Spelling, spacing and punctuation is very important to follow. For example: Mary Brown or Brown, Mary. If there is a space between your name it is required to have a space. If you have a space and a comma between you last and first name it is required. So you will need to check the spelling and punctuation used in your login name.
- 3) **Password** – In most cases companies will create a temporary password to get you activated then you can use the “Change Password” link to create your own personal password. Your password is not to be shared with any other employee for security measures. Keep your password secure and private from any one to see.

The password is case sensitive. You can have upper or lower case combination letters, numbers and punctuation in the password for higher security. (Example: 23ghJF*9)

Employee’s Password Help: If you forget your password, ask your administrator to reset your password then when you login click on the “Change Password” to create a new password.

To access the Login page go to <https://www.EasyTimeClock.com> and click on the Standard Login box or click on this link <https://www.easytimeclock.com/Login.aspx>.



The **Standard Login** page will look like this. Follow the steps to login.

1. Type in the **Company Login Name**
2. Type in your **Username**
3. Type in our **Password** (case sensitive)
4. **Check box** “Remember Company Login and/or Employee Name”
5. Click on the **“Login”** button
6. Click on the **“Clock In”** or **“Clock Out”** button. Time card will register your time at work.
7. Click on the **“Logout”** link to exit time card

****This is the page you will want to create a shortcut on your desktop. Click on Create Windows Shortcut link and save file to desktop.**

Easy Time Clock

Company Login

Username

Password

Remember Company Login
 Remember Username

[List Login](#) | [Create Windows Shortcut](#) | [Password Help](#)

Standard Login Sample

List Login

To access the List Login page, go to our main website at www.EasyTimeClock.com and click on the Standard Login link then click on the List Login link or copy and paste this link.

<https://www.easytimeclock.com/Login.aspx?Style=List>

Easy Time Clock

[Standard Login](#) | [Quick Punch Button](#) | [Create Windows Shortcut](#) | [Password Help](#)

List Login Sample

The List Login will display the employee's names within the company. If you create Department names, you can sort your employees by department for easy name selection.

To log in using the List Login:

- Select "**Username**" from the drop down menu
- Type in the "**Password**"
- Click on the "**Login**" button to access the employee's time card.
- Clock In or Out to register the time in the time card
- Click on the Logout link to exit the time card
- Create a shortcut to the desktop for quick access to the login page.

**This is the page you will want to create a shortcut on your desktop. Click on Create Windows Shortcut link and save file to desktop.

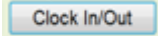
Display Department List Option:

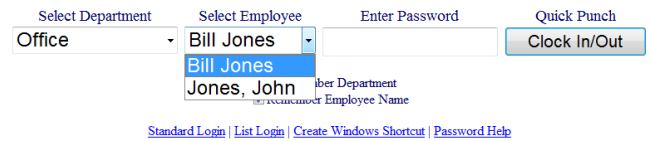
For companies with more than one location or more than 10 employees can select to have the employee list display by the department/location names. When the department/location name is created and assigned to each employee.

Activate the List login page to display the select department option to sort your employee's list by department/location, go to **Main Menu | Time Clock Configuration | Time Clock Setup**. Scroll down to the **Employee List Login Page** selections- Check the box to "**Display department list during login**" and click the "**Update**" button to save changes. Each location will display their employee's only.

[Employee List Login Page \[What's This?\]](#)

- [Allow use of the Employee List Login page](#)
- [Display department list during login](#)



- **QUICK PUNCH PAGE** – The individual selects their name from the drop down list then types in their password and clicks on the  button to register the time into their time card.



Quick Punch Sample

Clock Out for Bill Jones entered.



- A message will appear **“Clock Out for Bill Jones entered”** or **“Clock In for Bill Jones entered”**. Select  to continue to the next login. Select the next name on the list and click .

Note: The Quick Punch link will not be available if your time clock configuration is setup for Project time tracking. Use the List Login to access the time card page to select which project to clock in on.

Display Department List Option:

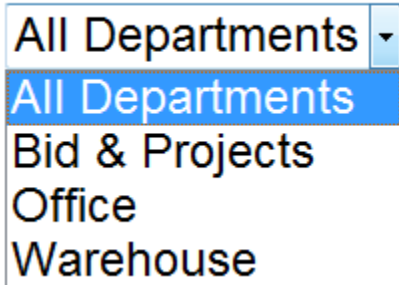
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[Employee List Login Page \[What's This?\]](#)

- Allow use of the Employee List Login page
- Display department list during login

Select Department



Select Department Select Employee

