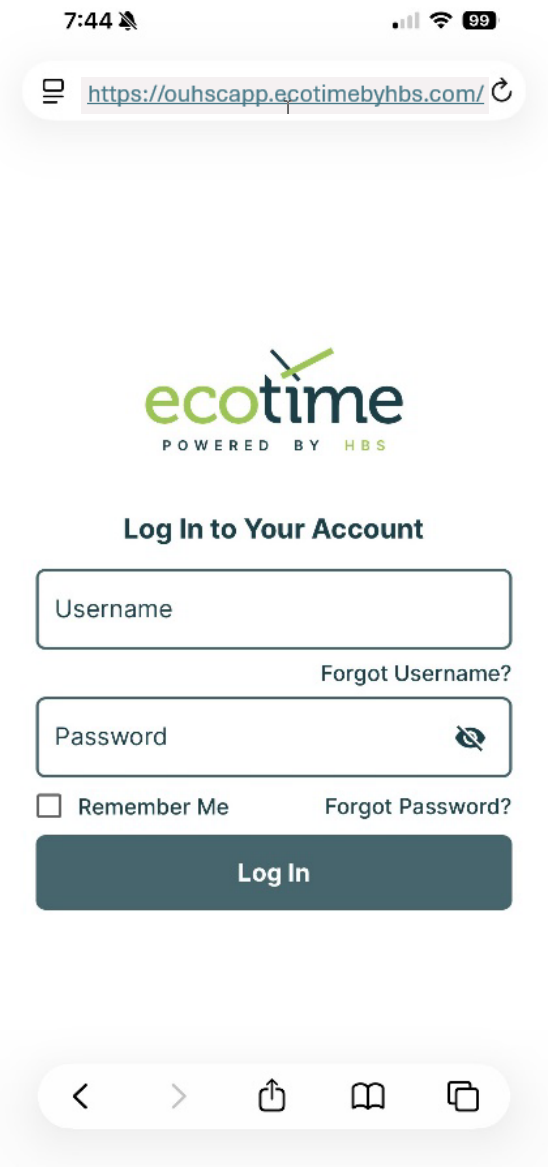
Use the steps below to use the TAL Ecotime Mobile website.

Important Information:

- Connect to OU Wifi on campus to use the clocking function.
- For out of network clocking/function, you will need to connect to OU HHHC VPN using Global Protect. For instructions, please see the OU IT guide to download, setup and sign in.

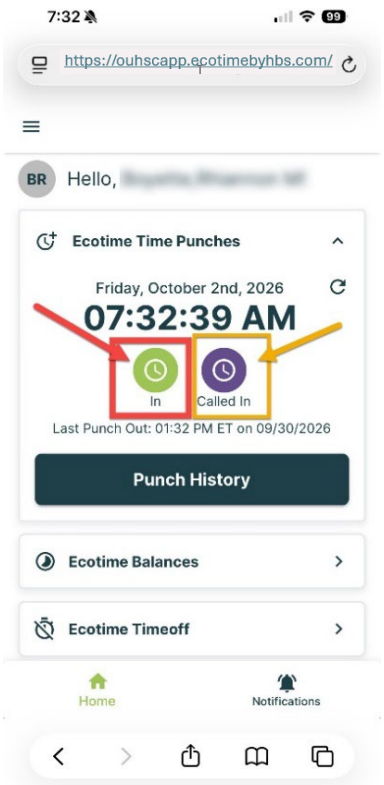


Access Ecotime Mobile Clocking

Open the mobile clocking website in your phone browser.

https://ouhscapp.ecotimebyhbs.com/

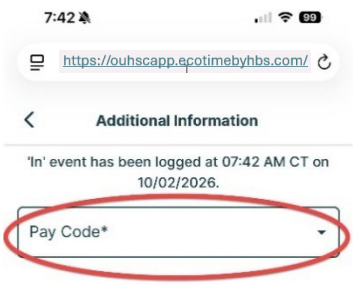
Enter your OU username and password, then select Log In.

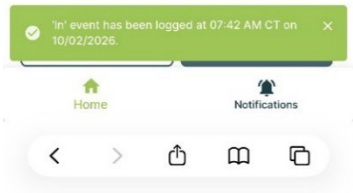


Clocking In

From the Home screen, select the green **In** option.

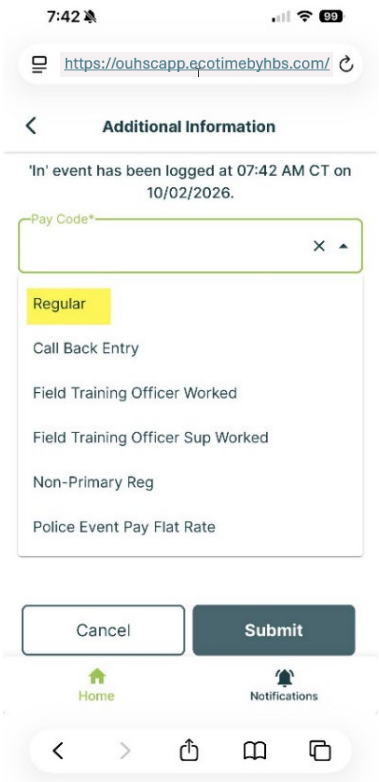
If you are "on call" and called back to work, please use the purple **Called In** option.





Clocking In – Special Pay Code

Some employees have different clocking options. If the Additional Information screen appears, **open the Pay Code** field.

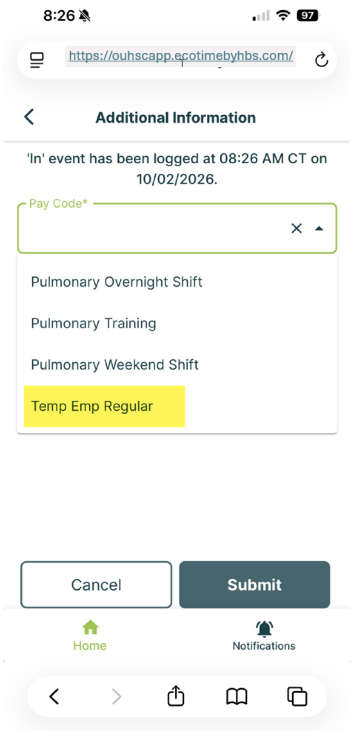


Clocking In – Special Pay Code REGULAR EMPLOYEE

Select the pay code that applies to the time being worked.

Use **Regular** for normal work time unless you have been instructed to use a different pay code.

Then select **Submit**.

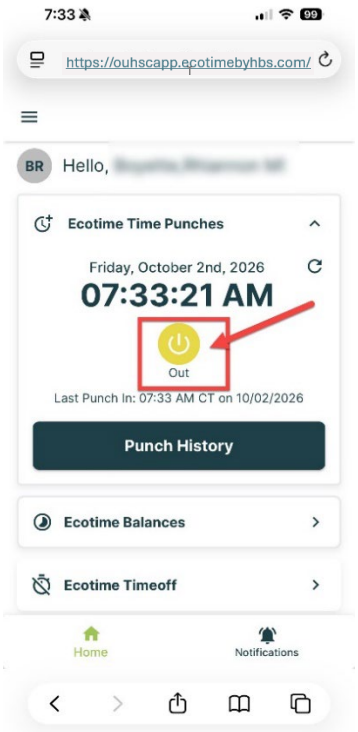


Clocking In – Special Pay Code TEMPORARY EMPLOYEE

Select the pay code that applies to the time being worked.

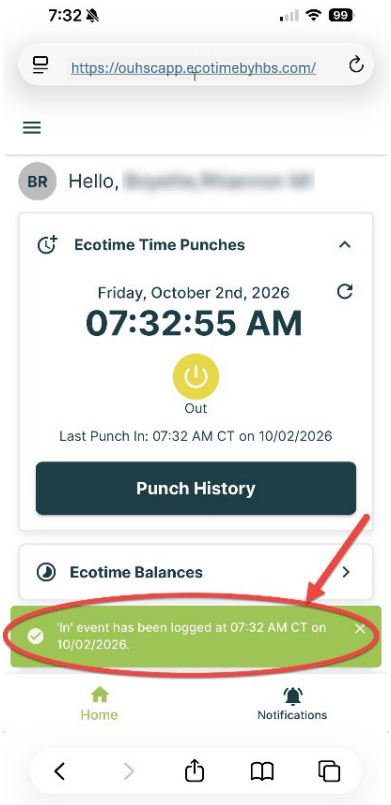
Use **Temp Emp Regular** for normal work time unless you have been instructed to use a different pay code.

Then select **Submit**.



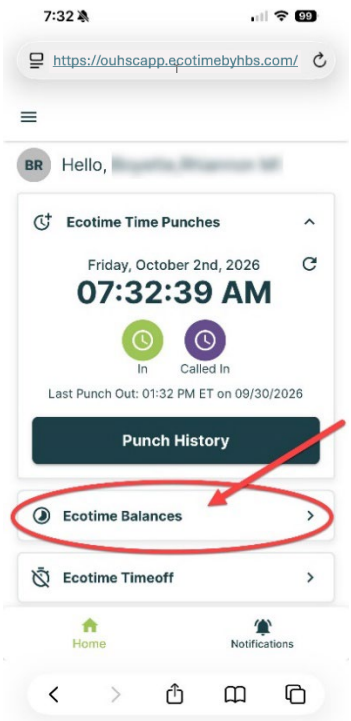
Clocking Out

From the Home screen, select the yellow **Out** option to clock out.



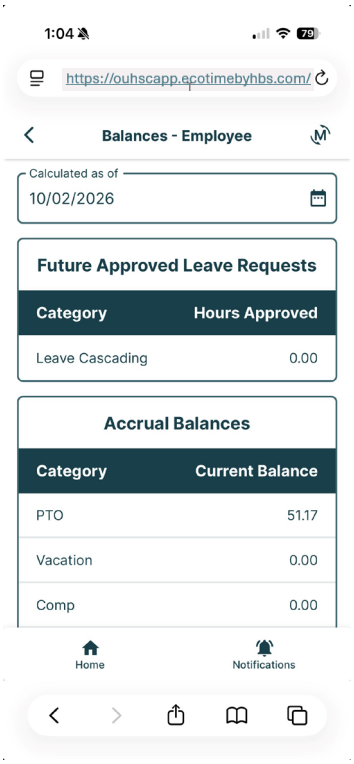
Clocking Out

After you clock out you will receive this confirmation.



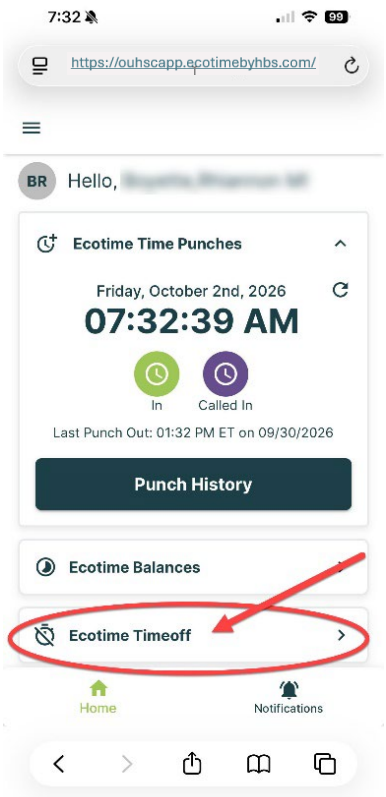
Checking Leave Balances

From the Home screen, **select Ecotime Balances** to see all leave balances.



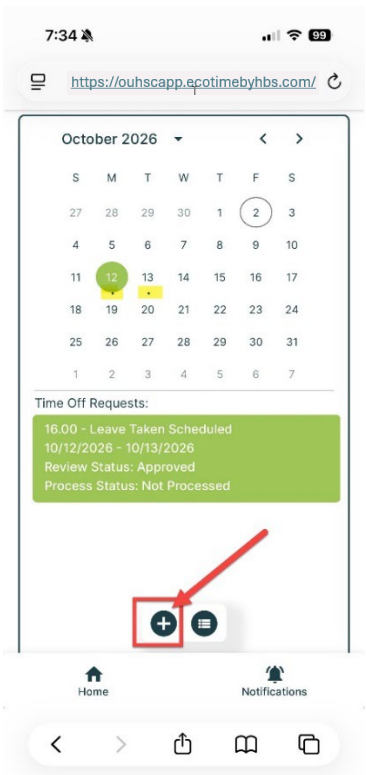
Checking Leave Balances DETAILS

You can select any one of the leave categories and see the details in that balance history.



Timeoff Requests

From the Home screen, select Ecotime Timeoff.

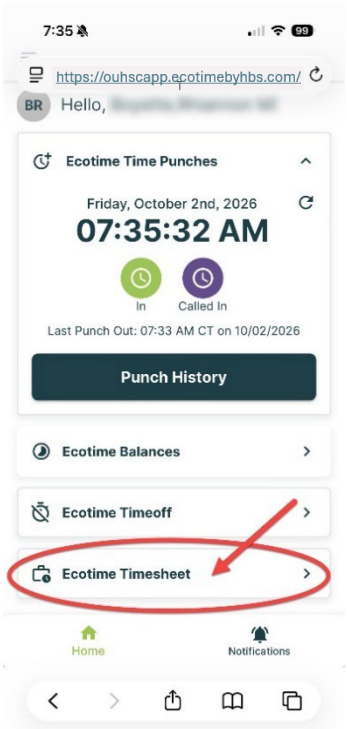


Timeoff Requests
VIEWING CURRENT TIMEOFF

On the Time Off screen, look for the days with the dot (.) underneath the date. Click the date to see the request and status.

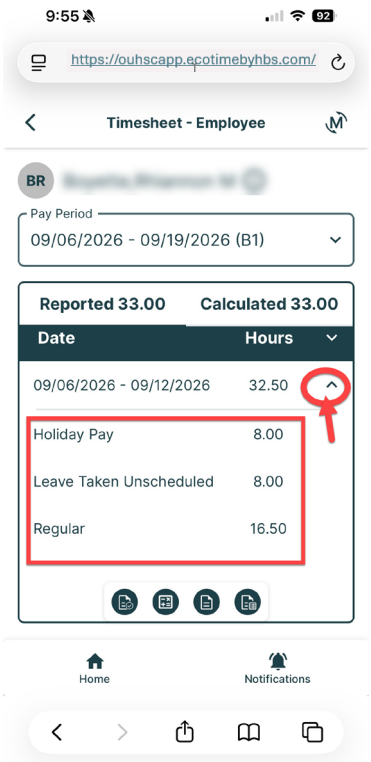
Timeoff Requests
REQUESTING TIMEOFF

On the Time Off screen, select the plus (+) button to begin a new time-off request.



Review Timesheet

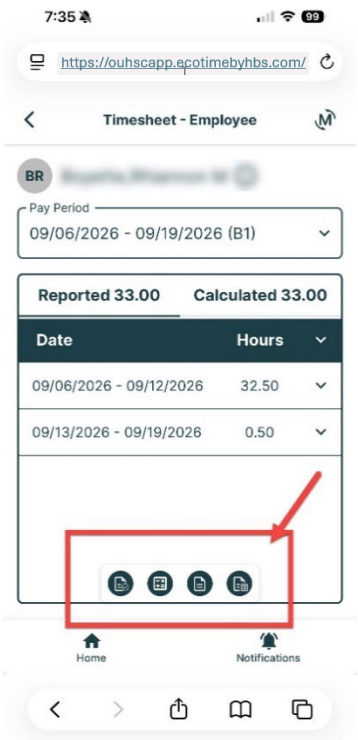
From the Home screen, select Ecotime Timeoff.



Review Timesheet DETAILS

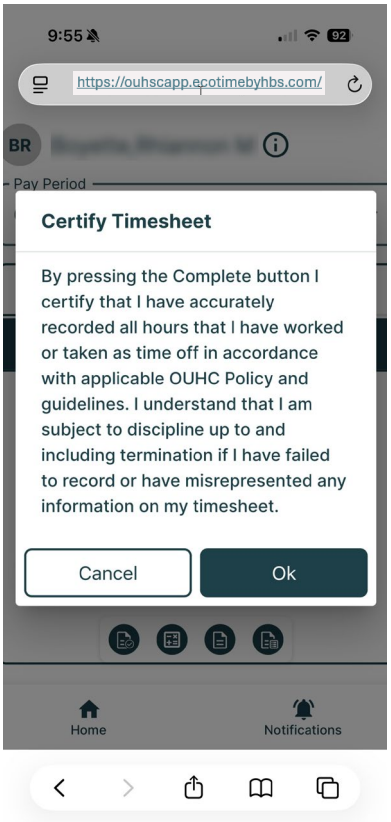
From the Timesheet screen, **select the carrot (V) next to the total hours**.

This will display the details on the timesheet.



Timesheet Options

At the bottom of the Timesheet screen, the icons represent actions you can take on your timesheet for the Pay Period displayed.

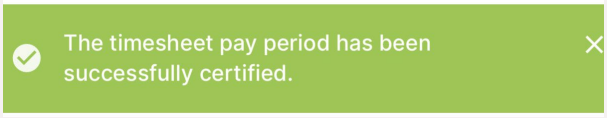


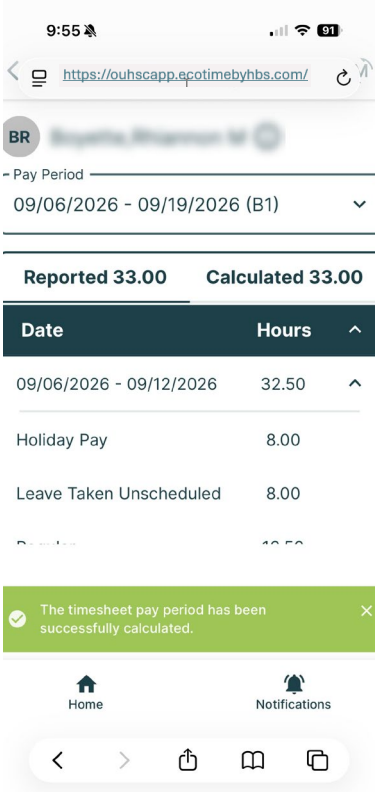
Completing Your Timesheet

The first icon is for certifying your timesheet is complete and accurate. You will receive this certification message.

Click OK to agree to the message.

You will then receive this confirmation on the screen:

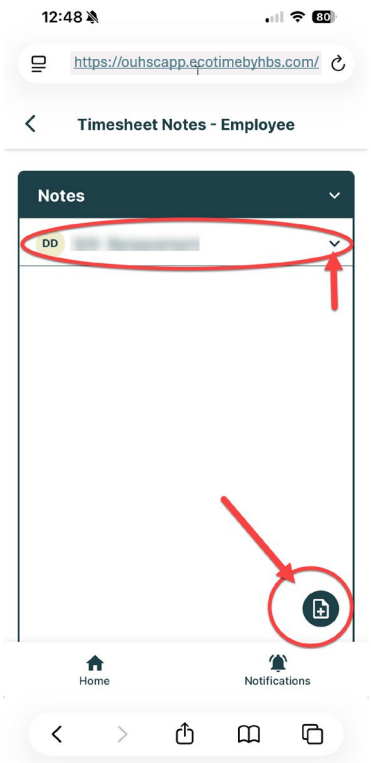




Calculating Your Timesheet

The second icon is for calculating your timesheet.

You will receive this certification message.

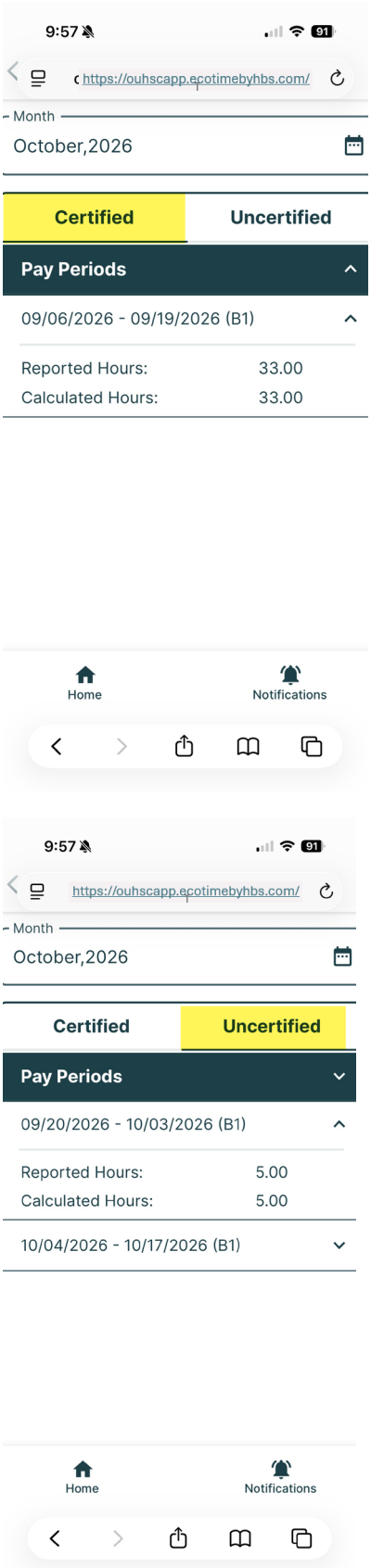


Timesheet Notes

The third icon is for viewing and adding notes to your timesheet.

To view the current note, select the carrot (V).

To add a note, click the note icon at the bottom right of the screen.



Timesheet Status

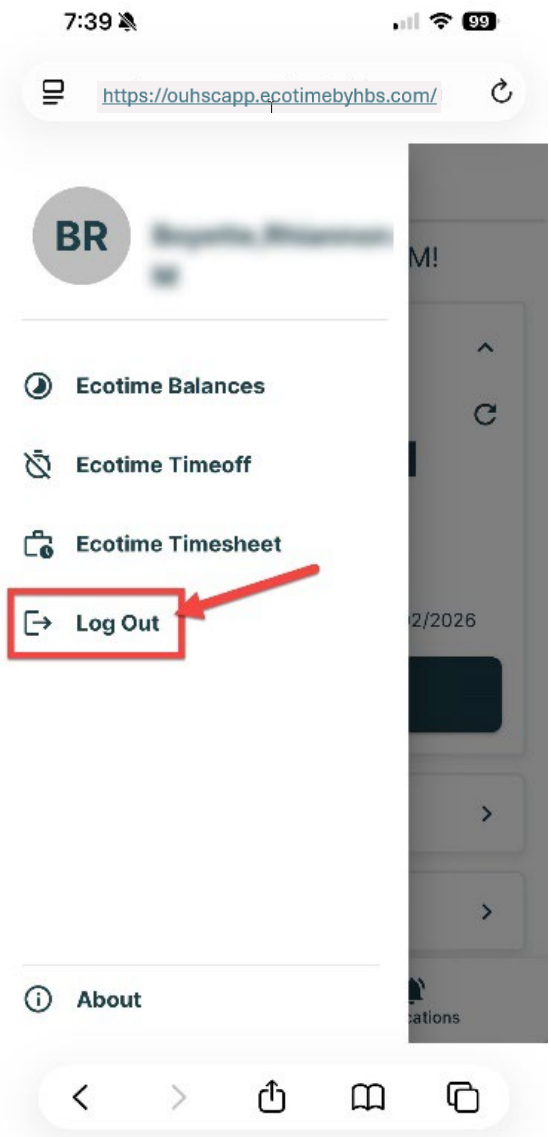
The fourth icon is to view timesheet status.

CERTIFIED

The timesheets you have completed and certified will show in the certified tab.

UNCERTIFIED

The timesheets you have not completed and certified will show in the uncertified tab.



Logging Out

When you have completed your tasks, you can log out of the system using the three bars in the upper left of the screen.

This will open the system menu. Select Log Out.

If you do not logout of the system manually, the system will automatically log you out with inactivity.