



Employee Self Service Portal and Web Clock

Employee Self Service Portal link: www.uniquehr.com/mytime

Employee Login

Unique HR
HUMAN RESOURCES

Username
XXXX1234

Password

Site ID (optional)

WEBCLOCK

EMPLOYEE PORTAL

Powered by SwipeClock.

Always fits **XXXX1111** where
XXXX = First 4 letters of last name
1111 = Last 4 digits of SSN

Password is set to a default but **must** be changed at first login.



Employee Self Service Portal and Web Clock

A screenshot of a web browser showing the password reset process. The browser's address bar displays the URL: clock.payrollservers.us/?wl=uniquehr.payrollservers.us#/clock/web/password/reset. The page content is a dark blue background with a white form titled "Reset Password". The form has two input fields: "new password" and "confirm password". Below the fields are two buttons: "CANCEL" and "RESET". A red arrow points from a text box to the "RESET" button. Below the form is a "Success" message: "Your password has been changed." and a blue button labeled "BACK TO LOGIN". A red arrow points from a text box to the "BACK TO LOGIN" button.

WM Clock: Workforce Managemen x +

clock.payrollservers.us/?wl=uniquehr.payrollservers.us#/clock/web/password/reset

Guest

Reset Password

new password

confirm password

CANCEL RESET

Choose your new password.
Click "Reset".

Success

Your password has been changed.

BACK TO LOGIN

Click "Back To Login" so you can
login with your new password.



Employee Self Service Portal and Web Clock

Employee Login

The screenshot shows the Unique HR Employee Login page. At the top, the text "Employee Login" is displayed in a light blue font. Below this is a white login form containing the Unique HR logo and the following fields: "Username" with the value "TEST1234", "Password" with masked characters "*****", and "Site ID (optional)" with the value "32539". Below the form are two buttons: a dark grey "WEBCLOCK" button and a white "EMPLOYEE PORTAL" button. A red arrow points from a callout box to the "WEBCLOCK" button. The callout box contains the text: "You can do a 'Quick' Clock In/Out by pressing the 'Web Clock' link." At the bottom of the form, it says "Powered by SwipeClock."

Unique HR
HUMAN RESOURCES

Username
TEST1234

Password

Site ID (optional)
32539

WEBCLOCK

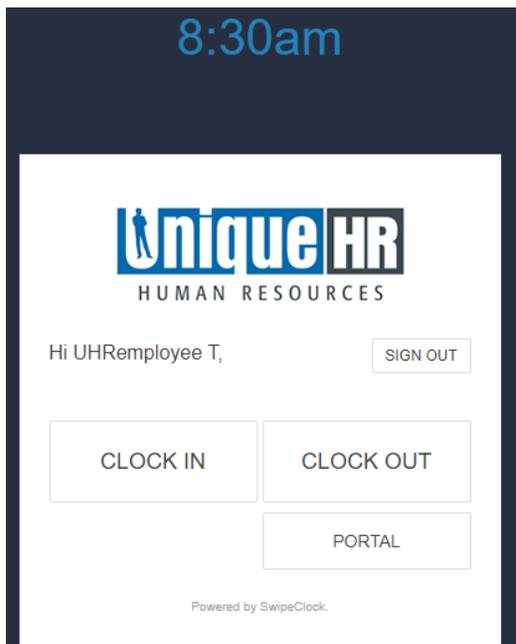
EMPLOYEE PORTAL

Powered by SwipeClock.

You can do a "Quick" Clock In/Out by pressing the "Web Clock" link.



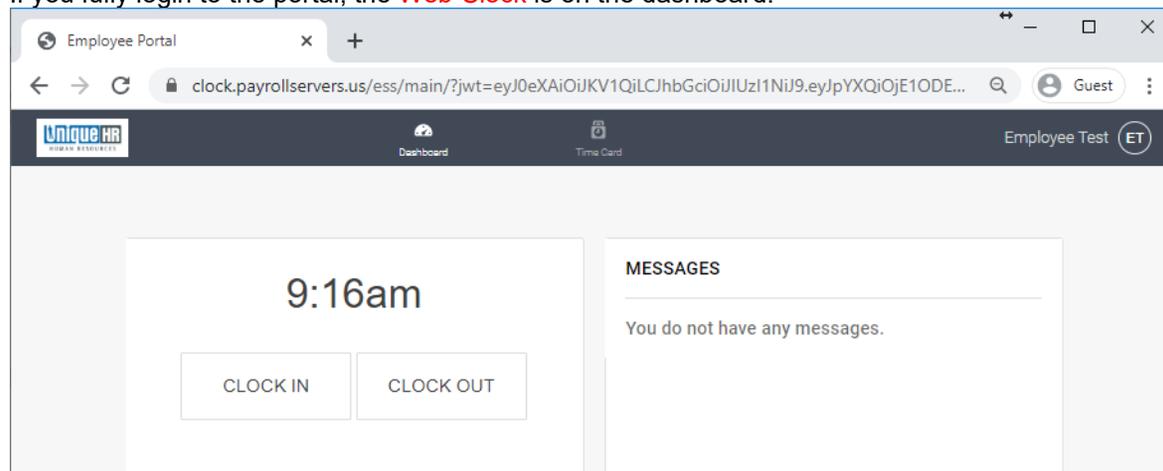
Employee Self Service Portal and Web Clock



Clicking the Webclock link takes you to this login screen. You will be able to choose **Clock In** or **Clock Out** here instead of logging fully into the portal.

Quick login link: <https://uniquehr.payrollservers.us/WebClock/>

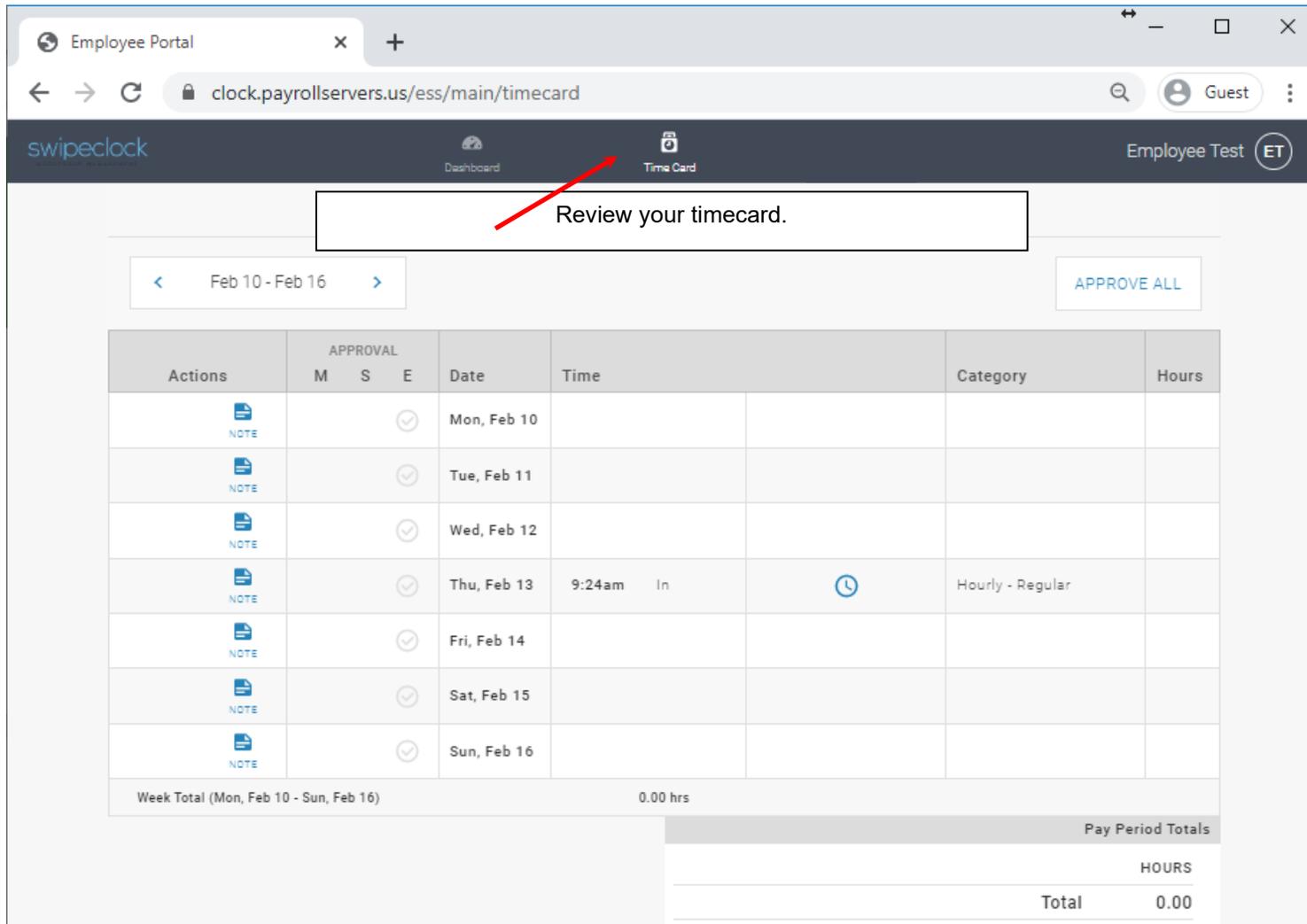
If you fully login to the portal, the **Web Clock** is on the dashboard.



Employee Self Service Portal and Web Clock

The screenshot shows a web browser window with the URL `clock.payrollservers.us/ess/main/?jwt=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJpYXQiOiJ1ODE...`. The page header includes the Unique HR logo, navigation links for 'Dashboard' and 'Time Card', and a user profile section for 'Employee Test' with a circular 'ET' icon. A dropdown menu is open from the 'ET' icon, showing 'Profile' and 'Logout' options. A red arrow points from the 'Logout' option to a text box that says 'Click the circle and "Log Out" if finished.' In the main content area, a green banner displays a checkmark, the text 'Clocked In', and a message: 'Hi Employee T, you clocked in at 9:19am'. Below this message is a 'GOT IT' button, with a red arrow pointing to it from a text box that says 'Successfully recorded punch.' To the right of the banner is a 'MESSAGES' section with the text 'You do not have any messages.'

Employee Self Service Portal and Web Clock



Employee Portal

clock.payrollservers.us/ess/main/timecard

swipeclock

Dashboard Time Card

Employee Test (ET)

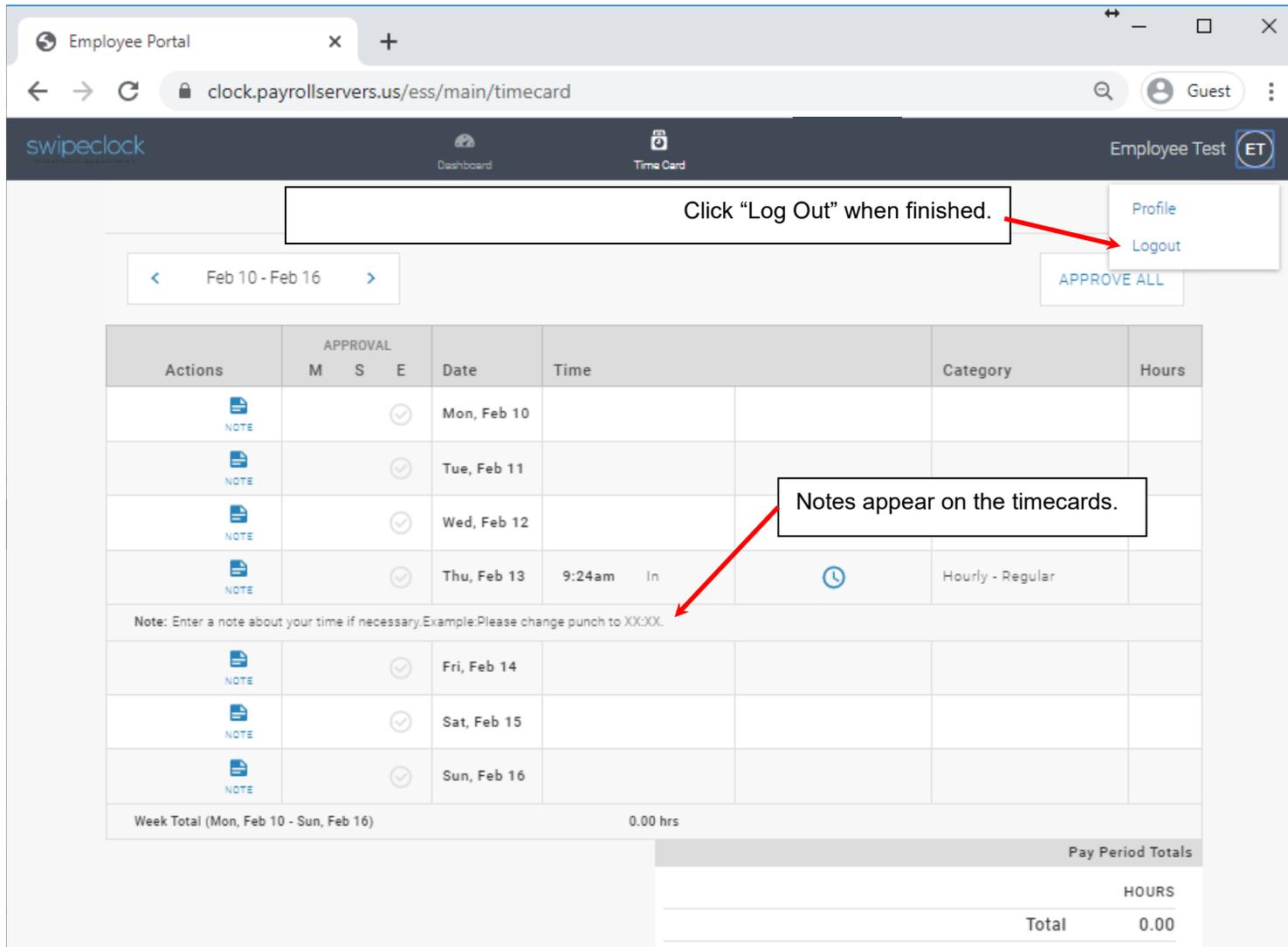
Review your timecard.

Feb 10 - Feb 16

APPROVE ALL

Actions	APPROVAL			Date	Time	Category	Hours	
	M	S	E					
NOTE			✓	Mon, Feb 10				
NOTE			✓	Tue, Feb 11				
NOTE			✓	Wed, Feb 12				
NOTE			✓	Thu, Feb 13	9:24am In	Hourly - Regular		
NOTE			✓	Fri, Feb 14				
NOTE			✓	Sat, Feb 15				
NOTE			✓	Sun, Feb 16				
Week Total (Mon, Feb 10 - Sun, Feb 16)					0.00 hrs			
							Pay Period Totals	
							HOURS	
							Total	0.00

Employee Self Service Portal and Web Clock



Employee Portal

clock.payrollservers.us/ess/main/timecard

swipeclock

Dashboard Time Card

Employee Test **ET**

Profile
Logout

APPROVE ALL

Feb 10 - Feb 16

Actions	APPROVAL			Date	Time	Category	Hours	
	M	S	E					
NOTE			✓	Mon, Feb 10				
NOTE			✓	Tue, Feb 11				
NOTE			✓	Wed, Feb 12				
NOTE			✓	Thu, Feb 13	9:24am In	Hourly - Regular		
Note: Enter a note about your time if necessary. Example: Please change punch to XX:XX.								
NOTE			✓	Fri, Feb 14				
NOTE			✓	Sat, Feb 15				
NOTE			✓	Sun, Feb 16				
Week Total (Mon, Feb 10 - Sun, Feb 16)					0.00 hrs			

Pay Period Totals

HOURS	
Total	0.00