Webclock

Performing Quick Clock Operations

1. Navigate to the WebClock page from Rollins R-net.
2. Enter in your employee ID number (numeric portion of your R#).
3. Select the operation you would like to perform (clock in or clock out).
4. Enter your Password (Fox ID-Same password as all other accounts) in the pop-up box.
5. You will then be walked through the clock operation process. Be sure to follow all on-screen instructions until you received a Clock operation successful message.

Clocking In with a Missed Punch

1. If you attempt to clock in or out and have a missed punch, you will be brought to the Missed Punches screen. You will be asked to confirm that you missed a punch. You will then be walked through the clock operation process. Be sure to follow all on-screen instructions until you received a Clock operation successful message.

View Hours Worked

1. Navigate to the WebClock page from Rollins R-net.
2. Enter in your employee ID number (numeric portion of your R#).
3. Select Log On To Dashboard.
4. Enter your network password (same as your email) in the pop-up box.
5. Select View and View Hours.