**Starting Work**

**Step 1:** Select Virtual Clock from TimePro landing page:

Go to [http://www.bowdoin.edu/controller/payroll/timepro.shtml](http://www.bowdoin.edu/controller/payroll/timepro.shtml)

Select “Virtual Clock.”

**TimePro Links**

- Timesheet
- Virtual Clock

**Step 2:** Clock In

Click on the “Clock In” button.

**Step 3:** Enter your Bowdoin username and password

Click the “OK” button.
Step 4: Select the job to which you wish to clock-in. (Note: if you have only one job on campus, this screen will not display.)
You are now clocked in. The job you are working and the recorded time can be found in the green box. TimePro does not record exact times, but at fifteen minute intervals. *It will automatically round to the nearest 15-minute mark.*

**Ending Your Shift**

**Step 1: Click on the “Clock Out” button.**
Step 2: Enter your Bowdoin username and password.

Press OK.

You are now clocked out. The job you just completed, the clock-out time, and the number of hours worked is listed in the green box. TimePro does not record exact clock-out times, but rather rounds to the nearest 15-minute mark automatically.