

CenterPoint® Time Clock for Employees

Important Information
If you previously registered with CenterPoint Employee Portal or Publish Pay Advices, you can log into Time Clock with the same username and password. The steps in this section are not required.

If your employer provides you with a Company and Employee Code to register with CenterPoint Time Clock, the following steps should be completed once to register.

- From a web browser, enter **https://timeclock.redwingsoftware.com**.
- Click **Log In**, and then on the Log In screen, click **Create One!**
- Enter your **First Name** and **Last Name**. Enter an **Email** address and a **Confirm Email** (must match).
- Enter a **Password** and **Confirm Password**.
- Click **Create**. Check your Email for an email from Red Wing Software, click the **here** link, and then click **Proceed**.
- Enter the **Company Code** and **Employee Code** from your employer.
- Select your **Time Zone**. This determines how your clock displays when you are logged in.
- Click **Submit**. Check your Email for an email from CenterPoint Time Clock, click the **here** link to begin.

Start CenterPoint Time Clock

- From a web browser, enter **https://timeclock.redwingsoftware.com**.
- Click **Log In**. Enter your **Email** and **Password** and click **Log In**.
- If you clock in or enter time for different companies, select the company you are recording time for and then click **Select**.

Clock In

- Start CenterPoint Time Clock and click **Clock In**.
- In the upper-right corner, click the down-arrow next to your name, and select **Log Off**.



Clock Out

- Start CenterPoint Time Clock.
- If your company requires you to determine if a Break was Taken Today? select **Yes** or **No**.
- If your company requires you to enter additional information, make your selection before clocking out.
- Click **Clock Out**. In the upper-right corner, click the down-arrow next to your name, and select **Log Off**.

View Time Entries

- Start CenterPoint Time Clock and click **Activity**.


Add, Change, or Delete Time Entries

- This section is used only if your employer allows you to modify time entries.
- Start CenterPoint Time Clock and click **Activity**.
To add, change, or delete time entries:
 - Add** - Click **Add**, enter **Date In/Out** and **Time In/Out** or **Hours**. Enter **Break Hours** to adjust for a break taken.
 - Edit** - Click the  **Edit** button next to the entry that needs to be modified, and make your changes.
 - Delete** - Click the  **Trash Can** button next to the entry entry to be removed.
- Click **Save**.

Request Time Off

- Start CenterPoint Time Clock. From the Clock In/Out or Activity screens, click **Request Time Off** or from the Time Off Requests screen, click **New Request**.
- Enter the time off request:
 - Leave Type**- Select a leave pay default (Vacation, PTO, etc.).
 - From Date/To Date**- Enter the date range being requested in the From Date/To Date boxes.
 - All Day** - If you are requesting a whole day or multiple days, check the **All Day** box and enter the **Total Hours**.
 - Start/End Times** - Are optional and are normally used when only part of a day is requested as leave. After entering the time range, the Total Hours requested will be calculated.
- Click **Save**.

View Status of Time Off Requests

- Start CenterPoint Time Clock and select **Time Off Requests**.
- Use the **Type** and **From/To Dates** to filter for the type of request(s) you want to view within a specific date range.
- The status of the time off requests are Pending, Approved, or Denied.
 - Pending**- Click  to remove pending requests. An email notification will be sent to the employee's supervisor.
 - Approved/Denied** - When a time off request is approved or denied by a supervisor, the requesting employee will receive an email notification.

Change Your Password

- Start CenterPoint Time Clock. In the upper-right corner, click the down-arrow next to your name, and then select **View Account**.
- Click **Change Password**.
- An email will be sent to your current email address. Open the Red Wing Software Change Password email and click the **here** link. Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

Forgotten Password

- Start CenterPoint Time Clock, click **Log In**, and then click the **Forgot your Password?** link.
- Enter your **Email** address and click **Email Link**. An email will be sent to the address you provided.
- Open the Red Wing Software Reset Password email and click the **here** link.
- To reset your password, enter your **Email**, new **Pass-word**, and **Confirm Password**, and then click **Reset**.

Change Notifications Email/Enable Text

- Start CenterPoint Time Clock. In the upper-right corner, click the down-arrow next to your name, and then select **Settings**.
 - Enable Text Message Notifications** - Click **Change** next to **Text Notifications** and follow the on-screen instructions to add/change your phone number and enable text notifications.
 - Email Notifications** - Click **Change** next to your current email. Enter your new **Email Notifications** email.

Change Log In Email/Unregister a Company

- Start CenterPoint Time Clock. In the upper-right corner, click the down-arrow next to your name, and then select **Settings**.
- Click **Unregister Account**.
- An email will be sent to your current email address. Open the Unregister Email and click the here link.**
- To create a new account using a new email address to log into CenterPoint Time Clock, follow the Important Information section at the beginning of this document to register using the new email address.

Register Additional Companies

- Start CenterPoint Time Clock. In the upper-right corner, click the down-arrow next to your name, and then select **Settings**.
- Click **Register** next to your current Company.
- Enter the **Company Code** provided by your employer, and your **Employee Code**.
- Click **Register**.

Change User Settings

- User Settings** - There are additional options you can change for your log in, including default pay entry details, period filters, time zone, etc.
- Start CenterPoint Time Clock. In the upper-right corner, click the down-arrow next to **your name**, and then select **Settings**.
- Click **Change** next to the option you want to change and follow the on-screen selections.

Supervisors - If you are an employee that is also a Supervisor, see the CenterPoint Time Clock for Supervisors document for additional information.