

### TWP Clock In & Out/ PTO Request

Follow the instructions below to clock in or out and to view timecard or request time off.

1. To clock in/out go to: <https://gmsserv.payrollservers.us/Webclock/Default.aspx>
  - a. (you can make this link a favorite or a shortcut on your desktop to access it quickly).
  - b. Your username will be your first initial and last name in lowercase letters (it is case sensitive).
    - i. For example John Doe would be jdoe.
  - c. The first time you login your password will be West plus the last four digits of your social security number.
    - i. Example West1234.

2. To login to view your time card and/or request time off please go to: <https://gmsserv.payrollservers.us/pg/Ess/Default.aspx>
  - a. You will use your same username and password as your clock in/out.
  - b. It will prompt you to change your password the first time you login, the screen will look like this:

**Employee Self Service Portal**

You must change your password

The new password must be at least eight characters long AND have two different classes of characters (uppercase, lowercase, symbols, or numbers)

<b>New Password</b>	<input type="text"/>
<b>Confirm New Password</b>	<input type="text"/>

We will only use your email to alert you in case there is any change in your information, or to notify you when there is something you should check on this portal (e.g. Approval/Rejection of Time off requests).

In addition, you can use it to reset your password in case you forget it.

If you do not set an email, you will have to ask your supervisor to reset the password for you.

<b>Phone</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Confirm Email</b>	<input type="text"/>

- c. Once you have clicked save you will need to login with your user name and new password.
- d. Reset Code he will need to enter it here and create a new password.