EMMA Time Clock Instructions

The purpose of EMMA is to make recording time worked more accurate, dependable, and more importantly, easier. Students will clock in and out using a PIN code in EMMA. EMMA records the exact time employees clock in and out and will keep that time in its database. Supervisors are able to view the EMMA database to review their employees’ time. This is also where the supervisors will approve any time worked. This system will replace WebAdvisor as the students’ primary way of recording time worked.

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EMMA FAQs

**What do I do if I forget to clock in or out?** In this case, please contact your supervisor and they will need to manually clock you in or out.

**How often should I review my time worked?** A good habit would be to verify your time sessions each time you work, but this needs to be done at least each week.

**Is there a preferred way to exit EMMA when reviewing time?** Yes, after reviewing time first click on the “pink arrow” to go back a screen, then click on the “red x in the blue circle” to exit.

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At the main screen (to the left), select your name, enter the last 4 digits of your social security number (your password), then click on “Manual Clock In/Out.”

**On an EMMA wall unit, click on “Use PIN Code.”**

The next screen is where students will select their job from the dropdown menu (if you have more than one) and either clock in or out by clicking on the “green arrow.”