Instructions – Time Solutions
Employee

UNION
PRESBYTERIAN
SEMINARY

Go to cbiztimesolutions.com on any UPSem computer with internet access. Click on the EMPLOYEE IN/OUT option in the upper right of the screen. Or a direct link to the clock is
https://cbiz.payrollservers.us/webclock/
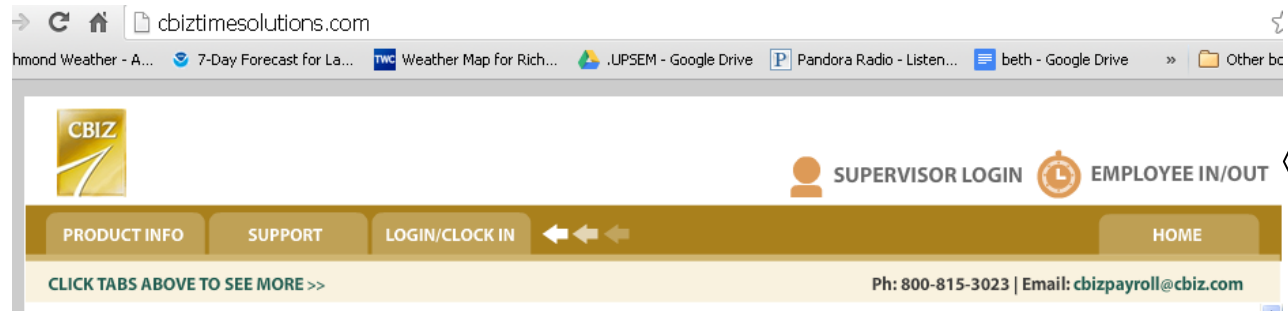
Employee Login ID: last 4 digits of your social security number
Password: 1st 3 letters of last name, 1st letter of legal first name, last 4 of social security number.   All lowercase (case-sensitive)

For example, my password is wale3234 (Walsh, Elizabeth)
Do not change this password, as it is a system-generated password.

Please check with the payroll department if your Login ID and/or password does not work properly on this website.

With this login ID and password entered, you will see three options to the right
- Timecard (in blue)
- Clock In
- Clock Out

For the Clock In and Clock Out, enter the Employee Login ID and Password. Fill in the radio button for either option , then click on SUBMIT

For Clock-Ins Only, the Department list will appear. If you do not work in 2 departments, the system will default to your home department and you DO NOT NEED to fill this in. The only time you need to use this is if you do work in two different departments.

For the Timecard option, click on the Timecard in blue PRIOR to entering your Employee Login ID or Password. Then enter the same Employee Login ID and Password. You can view your current or previous or next time period. This is not an editable screen, it is just for viewing. This can be viewed from a computer other than a UPSem computer.

Walsh, Elizabeth

View a pay period by date 8/26/2013 [Search]

Union Presbyterian Seminar
9/2/2013 thru 9/8/2013
Dept: 101
Location: 5541

< Previous Pay Period | Next Pay Period >

Time Card

Walsh, Elizabeth

Walsh, Elizabeth

Union Presbyterian Seminary
8/26/2013 thru 9/1/2013
Dept: 101
Location: 5541

Date	In	Out	Hours	OT/Cat	Department
Mon 8/26	-	-	-	-	-
Tue 8/27	2:45p	Missing	-	-	5541
Wed 8/28	Missing	9:15a	-	-	
	9:30a	10:30a	1.00	-	5642
	10:45a	11:15a	0.50	-	
Thu 8/29	-	-	-	SupervisorApproved	
Fri 8/30	-	-	7.50	Vacation	
Sat 8/31	-	-	7.50	Sick	