

Clockwise/GHG Mobile Webclock User Guide

The GHG Mobile Webclock is a mobile app designed to allow employees to clock in and out without needing to access a computer.

Step 1: Search GHG Mobile Webclock in your phone's app store and download. When opening the app for the first time, you will need to tap "User Configuration" at the bottom.

Step 2: Tap on "Website URL" to enter the full URL (<https://bsc-online.ghg.com>) for your timekeeping site, and then tap "Ok".

Step 3: Tap on the Username field to enter your username that you log in with, and then tap "Ok".

Step 4: Tap on "Password" to enter the password that you use for your login.

Step 5: Tap the back arrow to get to the Clock In screen. Now you should be able to tap "Clock In" or "Clock Out" to have the punch transfer to your timesheet.

*Note: there is a "View Timesheet" button that will open your device's browser to the timesheet login.