Using a Time Clock to Submit Time Sheets

What is a Time Clock?
A Time Clock can be used to clock in/out of True Time. It can also be used to submit your time sheets to your supervisor and/or payroll.

When would I use a Time Clock to submit time sheets?
This would be used at the end of the work week or when the time sheets need to be submitted to supervisors and/or payroll.
Depending on your Time Clock, employees can clock in using one or more of the following options:

* Biometrics (fingerprint)
* Magnetic Swipe Card
* Bar Code ID Badge
* Proximity Card

Employees can also manually clock in using the number pad and a pin number.

This tutorial will demonstrate the number pad clock in/out method.

To clock in/out using the number pad, push the F1 button.
Key in your pin number on the number pad and push the Enter button.
The Time Clock will display your name along with your current status, and hours for the day/week. Push the F3 button to access Submit Time.
### Timesheets Awaiting Submission

Select a timesheet using the UP and DOWN arrows and press ENTER to view that timesheet.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/2010</td>
<td>09/14/2010</td>
<td>1h 2m</td>
</tr>
<tr>
<td>08/31/2010</td>
<td>09/22/2010</td>
<td>26h 10m</td>
</tr>
<tr>
<td>09/2/2010</td>
<td>09/4/2010</td>
<td>18h 0m</td>
</tr>
<tr>
<td>09/9/2010</td>
<td>09/16/2010</td>
<td>42h 0m</td>
</tr>
<tr>
<td>09/13/2010</td>
<td>09/19/2010</td>
<td>9h 0m</td>
</tr>
<tr>
<td>09/20/2010</td>
<td>09/27/2010</td>
<td>35h 13m</td>
</tr>
<tr>
<td>09/25/2010</td>
<td>09/29/2010</td>
<td>8h 0m</td>
</tr>
</tbody>
</table>

*Use the arrow buttons to highlight the week to be submitted.*

*Press the Enter button.*
The screen will show a summary of the transactions for the highlighted week.

Press the F2 button to View Details.

Press the F1 button to submit your time sheet to your supervisor or payroll.
The screen will show the **detail transactions** for the time sheet.

Press F1 to submit the time sheets.

After submitting, a message displays indicating the time sheet has been successfully **submitted**.

This concludes the tutorial.