

How To Enter a Time Punch in iVisions

Click on “My Time”.

Click on “Time Sheets”.

Verify the Current Pay Period in the top left corner.

Verify the current week. You can change the weeks by click the < > symbols.

Hover over the day and position you want to add hours to. You may have multiple positions. Also, make sure to choose regular/overtime depending on the type of hours worked. Click on the plus sign.

Click on + Add Time Punch OR click on Details in bottom left corner. Clicking on Details allows you to add a note and a time punch.

Enter time in and time out manually on the quarter hour. Then click Done.

If you need to edit or delete time punch, click on the Pencil.

Click on Save for Later each day until the pay period is complete. Then click on Submit when all hours have been entered for the pay period.

Time sheets

Pay period: 7/21/23 - 8/5/23 New 1.00

Week of 07/21/23 < > Go to New

Pay code	Jul Fri 21	Sat 22	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Job totals per week
Position #1								
Regular Hours - 1	0							1.00
	1							
	+	✎	Edit time entries					
Overtime Hours - 2								0 hrs
Position #2								
Regular Hours - 1								0 hrs
Overtime Hours - 2								0 hrs

Save for later Submit