

TIME CLOCK – EMPLOYEE

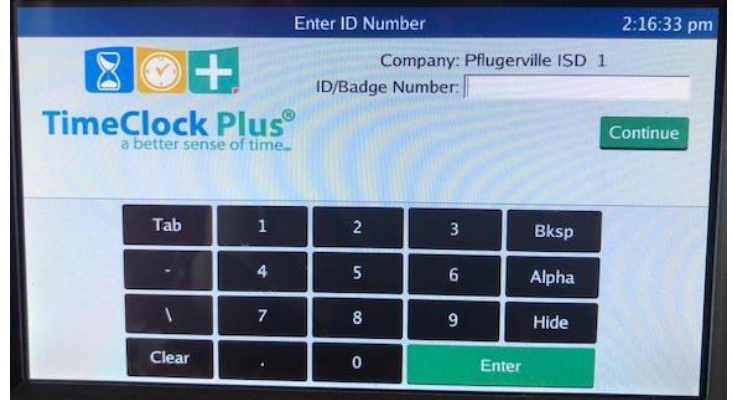
Clocking In

1. Enter the employee number and select **Continue**.
2. Confirm the name is correct and select **Continue**.
3. Select **Clock In**.
4. If prompted, select a Job Code and select **Continue**.

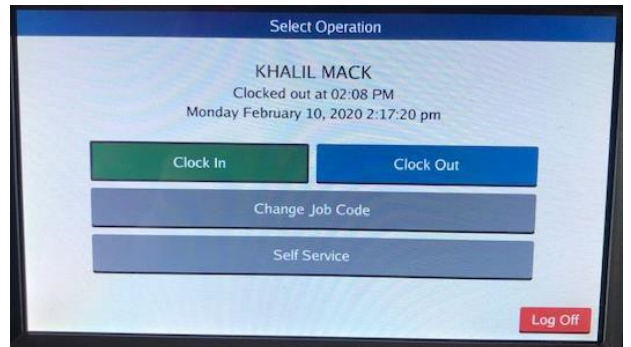
Clocking Out

1. Enter the employee number and select **Continue**.
2. Confirm the name is correct and select **Continue**.
3. Select **Clock Out**.

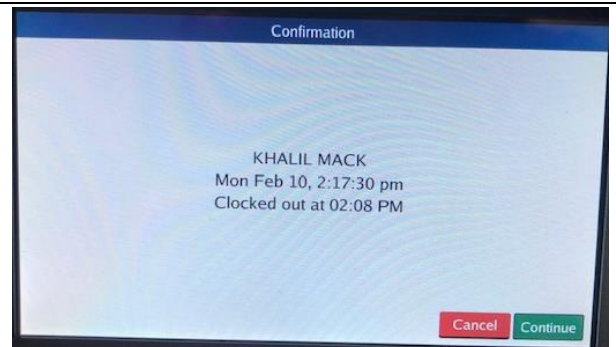
ENTER ONLY THE 6 DIGITS OF YOUR EMPLOYEE NUMBER



SELECT EITHER CLOCK IN OR CLOCK OUT



SELECT CONTINUE TO CONFIRM THE ACTION



PLEASE MAKE SURE YOU RECEIVE THIS MESSAGE IN ORDER TO ENSURE THE ACTION WAS COMPLETE



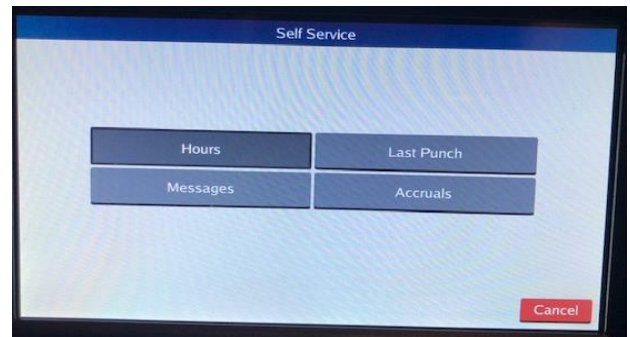
Viewing Hours and Approving Hours

1. Enter the employee number and select **Continue**.
2. Confirm the name is correct and select **Continue**.
3. Select **Self Service** and choose **View Hours**.

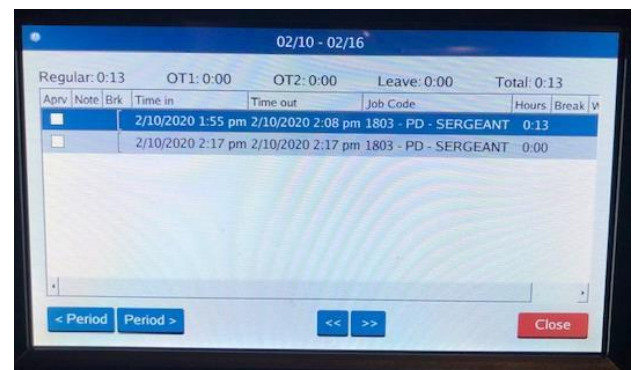
FROM THIS SCREEN YOU CAN SELECT SELF SERVICE TO VIEW YOUR WEEKLY HOURS



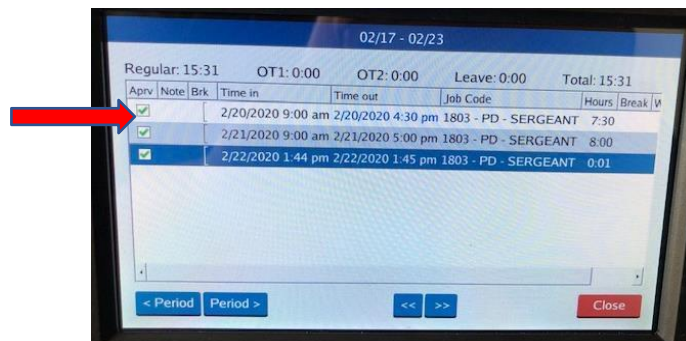
SELECT HOURS TO VIEW TOTAL HOURS FOR THE CURRENT WEEK



THIS SCREEN WILL DISPLAY YOUR TOTAL HOURS WORKED FOR THE CURRENT WEEK BY DAY



TO APPROVE YOUR HOURS WORKED FOR THE WEEK PLEASE CHECK THE BOX (BY TAPPING ON IT) TO THE LEFT OF THE SCREEN UNDER “APRV”

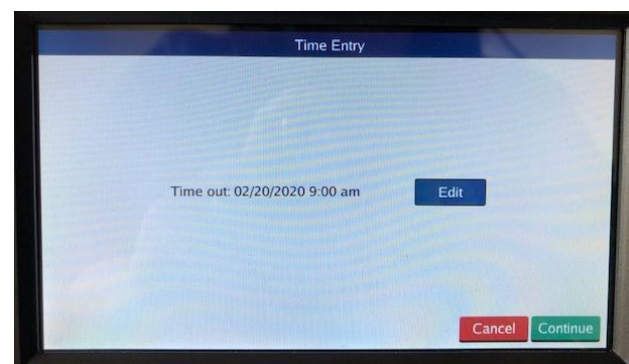


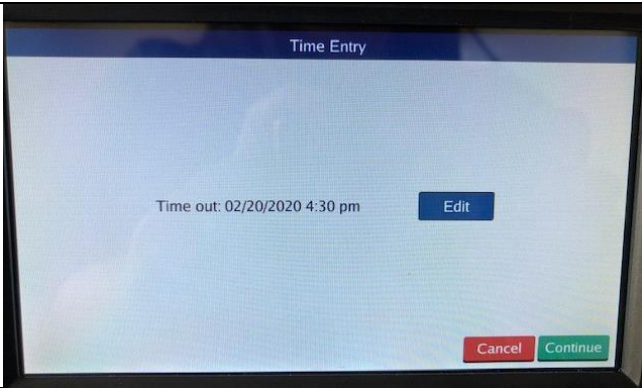
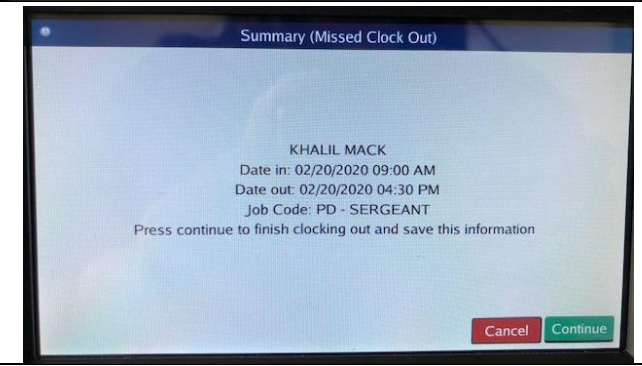
Missed Punches

1. Enter the employee number and select **Continue**.
2. Confirm the name is correct and select **Continue**.
3. Select **Clock In or Clock Out**
4. Error message will display on screen of last successful entry
5. Select **Continue**



then Edit and enter the missed punch time and then select Continue



	
	
<p>PLEASE MAKE SURE THAT YOU RECEIVE THIS MESSAGE TO ENSURE THAT THE ACTION COMPLETED WAS SUCCESSFUL</p>	