



## **Employee Reference**

### **Primepoint Time System**

The purpose of this document is to help your general understanding of the time system and the normal duties that you will be performing. Many of the images that are in this document are not intended to be looked at closely but are there for you to know that you are in the correct section.

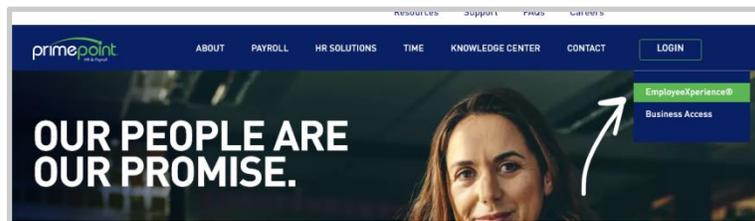
**General Employee Overview Video:** <https://vimeo.com/465146730>



Video Walkthrough: <https://vimeo.com/531885589>

*Here's how to enroll:*

- Access [www.primepoint.com](http://www.primepoint.com)
- From the homepage, hover over Login and click on [EmployeeXperience](#)



- On the login page, click [Need to Enroll? - Click here](#)
- Follow the on-screen instructions

**Your employeeXperience®  
Enrollment Code is:**

**EWGBOE**



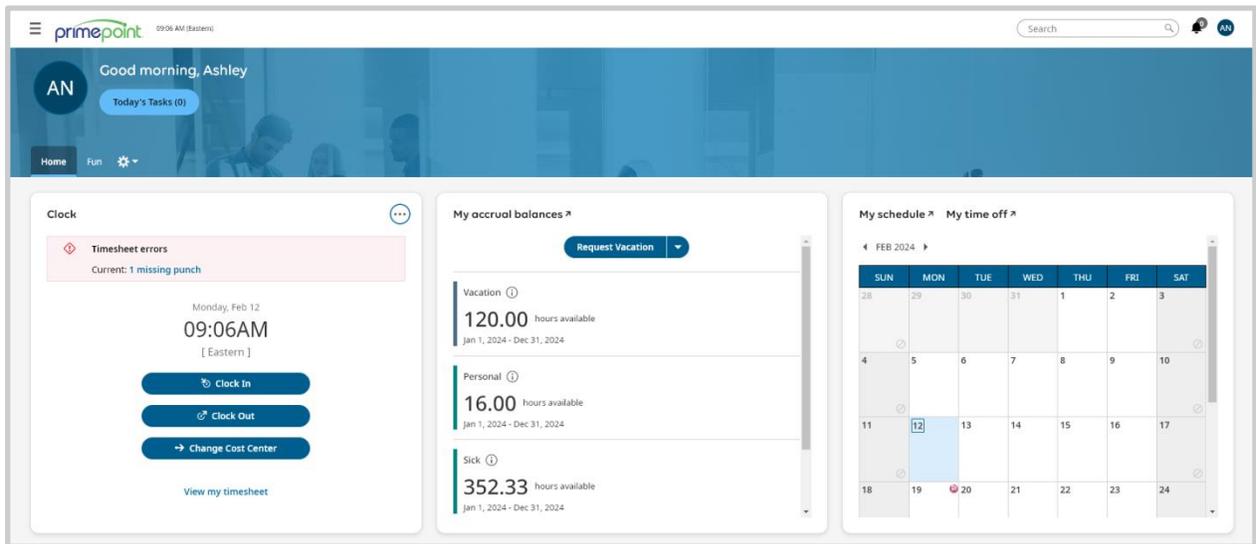
**Launch Time System**

Access your time system account for all time related activities.

Once logged in, click the **Launch Time System** link that appears on the main screen of your employeeXperience profile.

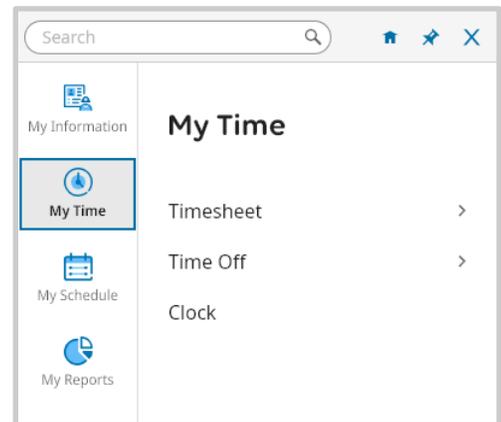
# Using your Home Screen

Your **Home** screen can include widgets such as your My Timesheet, My Accrual Balances, and others.



The ☰ button will display your navigation panel. Here are a few pointers about using this menu:

1. Menu items on the left expand into additional options. In the example to the right, clicking **My Time** gives Timesheet and Time Off information.
2. The **pin** icon can be used to pin the navigation panel and keep it from closing.
3. The **search bar** is extremely useful for finding items in the system.



# Start/End Timesheet

**Home Screen:** Click the words **My Timesheet** in your My Timesheet widget

**Menu Location:** My Info > My Time > Timesheet > Current Timesheet

The Start/End timesheet is editable for employees to make entries.

The screenshot shows the Primepoint Timesheet Edit interface. At the top, there is a search bar and user information (EN, SA). Below that, there are buttons for Save, Approve, Reject, and Change Request. The user is Brenda L. Adair (001866) and the period is July 07, 2024 - July 20, 2024. The status is Submitted. The interface includes tabs for Time Entry, Adjustments, Exceptions, Calc Detail, Counters, and Summary By Day. A summary bar shows: 9.00 hrs Worked Time, 0.00 hrs Time Off, 9.00 hrs Calc. Total, and 9.00 hrs Raw Total. The main table has the following data:

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location / Job	Shift	Notes
SUN Jul 7			0.00 hrs	0.00 hrs					
MON Jul 8	09:00 am	10:00 am	1.00	1.00	MON Jul 8		Antheil Elementary School/Assignment Beyond Normal Day		1
TUE Jul 9	09:00 am	12:00 pm	3.00	3.00	TUE Jul 9		Ewing High School/Assignment Beyond Normal Day		
WED Jul 10	09:00 am	11:00 am	2.00	2.00	WED Jul 10		Antheil Elementary School/Assignment Beyond Normal Day		
THU Jul 11	09:00 am	12:00 pm	3.00	3.00	THU Jul 11		Ewing High School/Assignment Beyond Normal Day		

- Use the available cost center fields (listed as “Location/Job” in the example above) to select the Job you worked on. Click the lookup button to browse and select a cost center.
- Enter the start-end time worked in each job in the corresponding text field for the correct date.
- Continue entering time records as necessary. If additional rows need to be added, click the + button. Conversely, if any rows need to be removed, click the ellipsis (...) icon next to the time entry
- Click the **SAVE** button after any changes have been made.
- When you have finished entering time for the current pay period, click the **SUBMIT** button. **This will prevent further editing of the timesheet.** If any changes need to be made after submission, this can be done by your manager or company administrator.