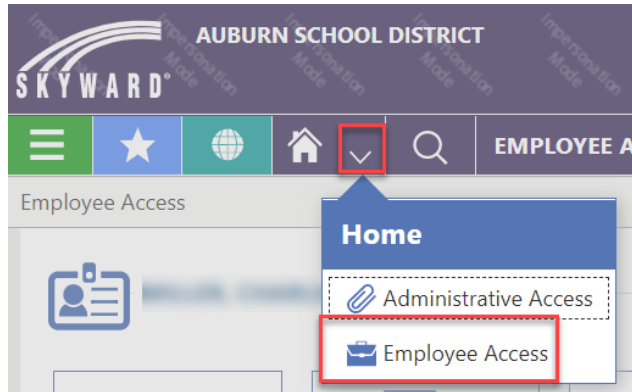


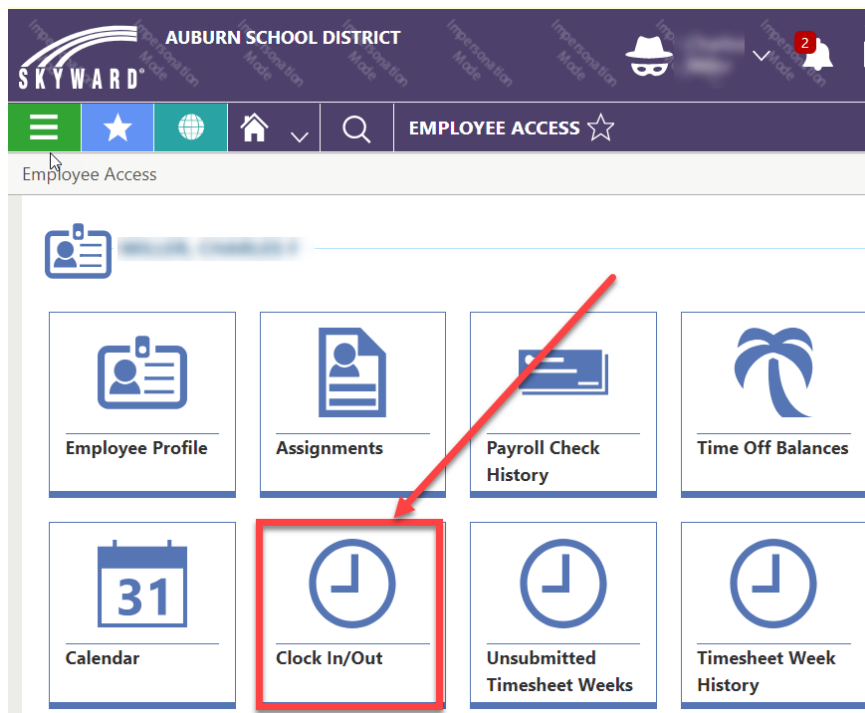
Clock In/Out & Submitting Timesheets in Employee Access

Clocking In and Out

Navigate to Employee Access by selecting the drop-down arrow next to the Home icon.

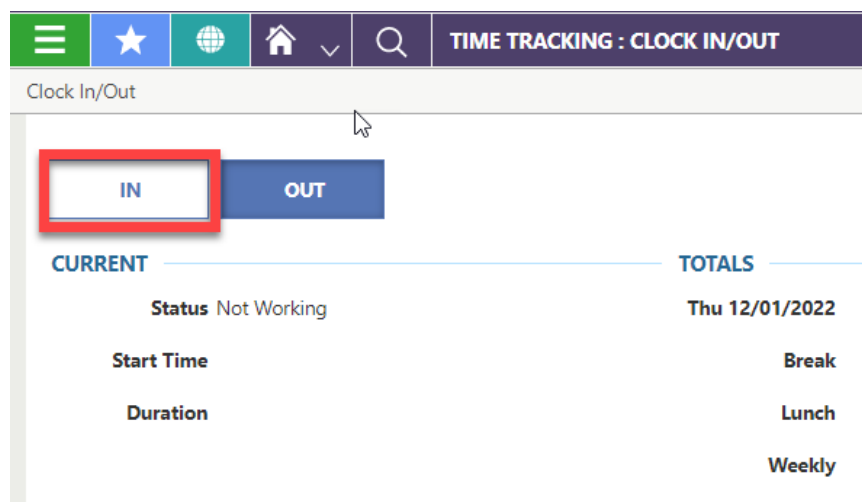


Select the Clock In/Out Tile



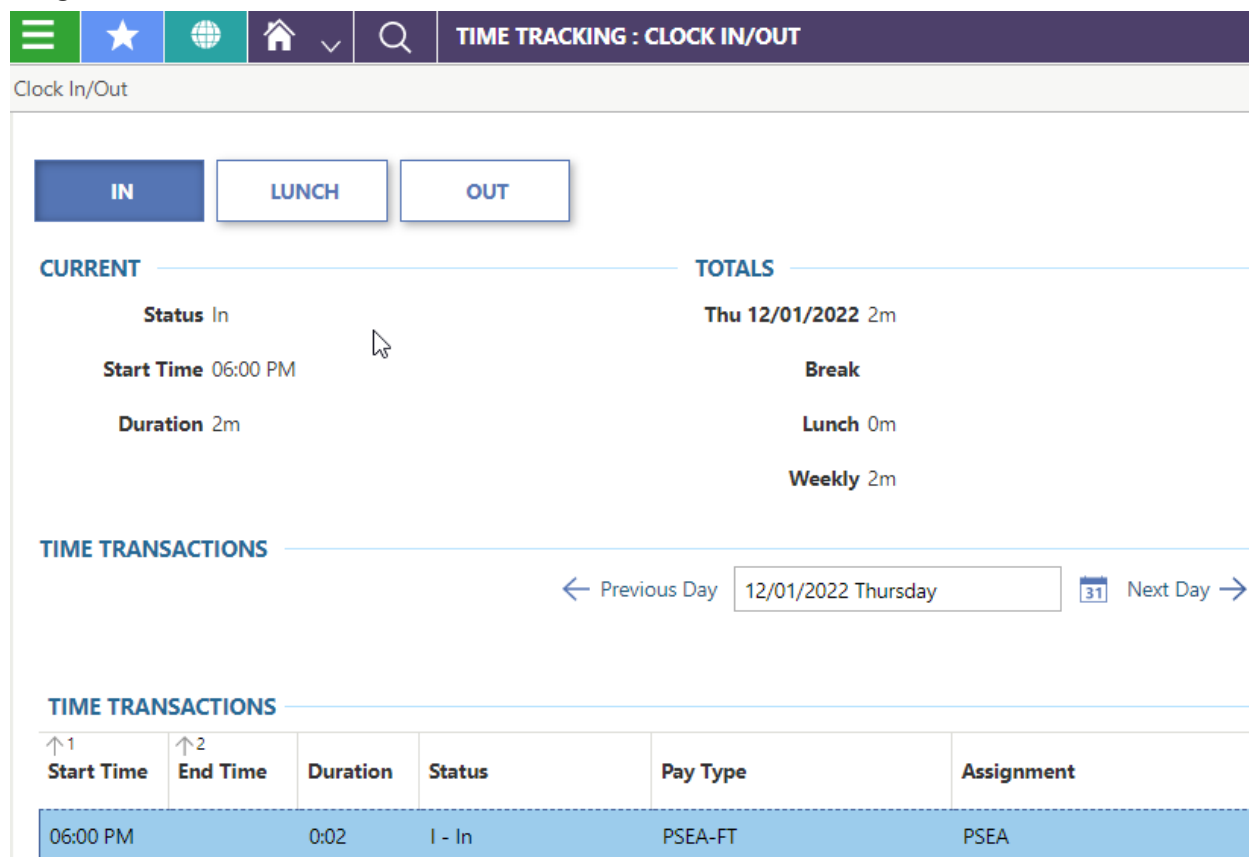
Clock In/Out & Submitting Timesheets in Employee Access

Click on the In button to clock in.



The screenshot shows the 'TIME TRACKING : CLOCK IN/OUT' interface. At the top, there is a navigation bar with icons for menu, star, globe, home, and search, followed by the title 'TIME TRACKING : CLOCK IN/OUT'. Below the navigation bar, the page title 'Clock In/Out' is displayed. The main content area features two buttons: 'IN' (highlighted with a red box) and 'OUT'. Below the buttons, the 'CURRENT' section shows 'Status Not Working', 'Start Time', and 'Duration'. The 'TOTALS' section shows 'Thu 12/01/2022', 'Break', 'Lunch', and 'Weekly'.

Your Time Transaction entry will appear at the bottom of the screen after you have clocked in. Clocking in 7 minutes before or after your scheduled start time will clock you in at your scheduled time. The Lunch button also appears after you clock in. Your schedule is configured with an automatic lunch after working at least 6 hours, so the Lunch button can be ignored.



The screenshot shows the 'TIME TRACKING : CLOCK IN/OUT' interface after the 'IN' button has been clicked. The 'IN' button is now blue, and the 'LUNCH' button is visible. The 'CURRENT' section shows 'Status In', 'Start Time 06:00 PM', and 'Duration 2m'. The 'TOTALS' section shows 'Thu 12/01/2022 2m', 'Break', 'Lunch 0m', and 'Weekly 2m'. Below the 'CURRENT' and 'TOTALS' sections, there is a 'TIME TRANSACTIONS' section with a date selector showing '12/01/2022 Thursday'. At the bottom, there is a table with the following data:

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Assignment
06:00 PM		0:02	I - In	PSEA-FT	PSEA

Clock In/Out & Submitting Timesheets in Employee Access

At the end of your shift, select the Clock In/Out tile in Employee Access, then select the Out button. For a full day entry you will see three Time Transactions as shown below, with an automatic lunch added at the middle of your shift.

TIME TRACKING : CLOCK IN/OUT

Clock In/Out

IN

OUT

CURRENT

TOTALS

Status Not Working

Start Time

Duration

Thu 12/01/2022 8h 0m

Break

Lunch 30m

Weekly 25h 31m

TIME TRANSACTIONS

← Previous Day 12/01/2022 Thursday 31 Next Day →

TIME TRANSACTIONS

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Assignment	Comment
10:00 AM	02:00 PM	4:00	I - In	PSEA-FT	PSEA	
02:00 PM	02:30 PM	0:30	L - Lunch	PSEA-FT	PSEA	Automatic Lunch
02:30 PM	06:30 PM	4:00	I - In	PSEA-FT	PSEA	

Clock In/Out & Submitting Timesheets in Employee Access

Manual Edits for missed 'punches'

If you miss a punch in or punch out time, you can add a manual entry by selecting the Edit button on the right side of the screen. Use the Calendar Icon or the Previous Day and Next Day arrows to select the correct date, if necessary. Then select Edit.

Clock In/Out

IN

OUT

CURRENT

TOTALS

Status In

Fri 11/25/2022 0m

Start Time 11:55 AM

Break

Duration 198h 42m

Lunch 0m

Weekly 198h 42m

TIME TRANSACTIONS

← Previous Day

11/25/2022 Friday

31

Next Day →

Edit

TIME TRANSACTIONS

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Assignment	Comment
No records to display						

In the Time Transaction screen that opens, enter your missed punch time. Use the drop down arrow in the Status column to change to the correct status. Then select Save at the bottom of the screen to complete your manual entry. If you missed punching both In and Out, note that the system will not automatically add a lunch.

Time Transactions

Time Transactions For 11/25/2022 Friday

+ Add Time Transaction

TIME TRANSACTIONS

	Start Time	↑2 End Time	Status	Duration
	07:00 AM		I - In	hh:mm

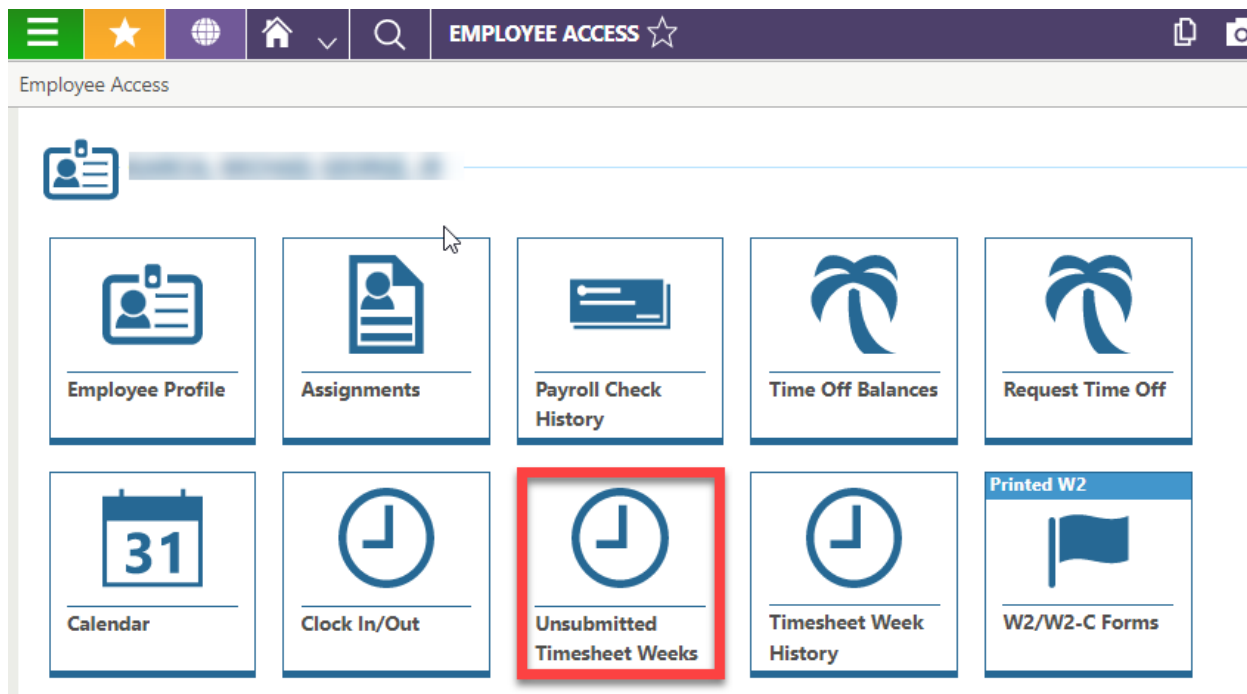
Close

Save

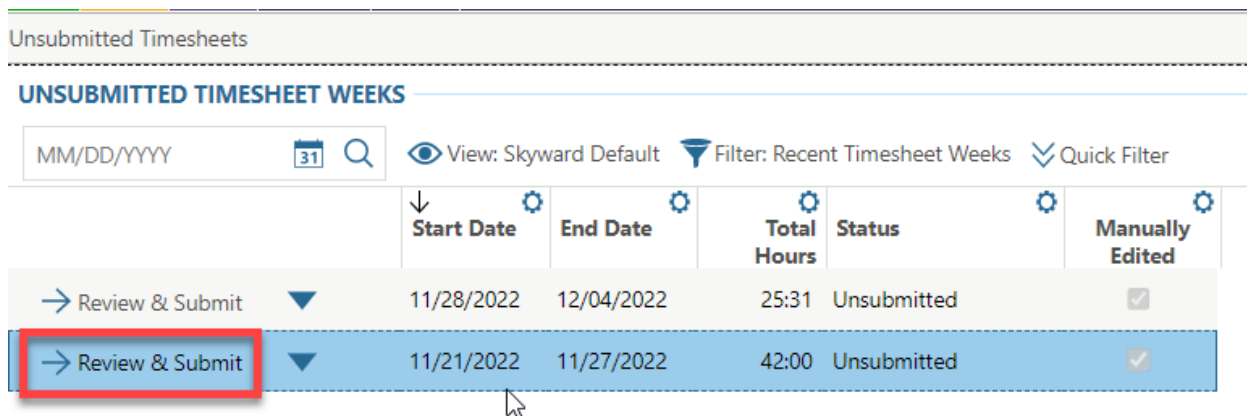
Clock In/Out & Submitting Timesheets in Employee Access

Submitting Timesheets

At the end of your work week, you can submit your completed timesheet. If you have entered any Time Off transactions you will not be able to submit your completed timesheet until your Time Off transactions have been fully approved. Navigate to Employee Access and select the Unsubmitted Timesheet Weeks icon.



Select Review & Submit next to the week you are submitting.



A preview screen appears for your review. After confirming the accuracy of your timesheet, select Submit Timesheet.

Clock In/Out & Submitting Timesheets in Employee Access

Submit Timesheet Week
Preview Timesheet

[→ Submit Timesheet](#) [Cancel](#)

Full Name
[Redacted]

Employee Number
[Redacted]

Submission Start Date
11/21/2022

Submission End Date
11/27/2022

TIMESHEET DETAILS

Weekly Total Hours: 42:00
Holiday: 0:00
Time Off: 8:00
Overtime: 0:00
Unpaid Break: 0:00
Overage: 2:00

Assignment Pay Type Totals
Hours
PSEA Base: 40.0000
OVERTIME-614: 2.0000

11/21/2022 MONDAY

Start Time	End Time	Status	Assignment Pay Type	Hours	Manually Edited
7:00 AM	3:00 PM	TimeOff	PSEA Base	8:00	
Daily Total				8:00	

11/22/2022 TUESDAY

Start Time	End Time	Status	Assignment Pay Type	Hours	Manually Edited
7:00 AM	3:00 PM	In	PSEA Base	8:00	
Daily Total				8:00	

11/23/2022 WEDNESDAY

Your submitted timesheet will route through an approval process. You can review the approval status of your submitted timesheet by selecting the Approval Process tab for that Timesheet Week.

[Unsubmitted Timesheets](#) > Times

Start Date
11/21/2022

End Date
11/27/2022

Timesheet

[Approval Process](#)