
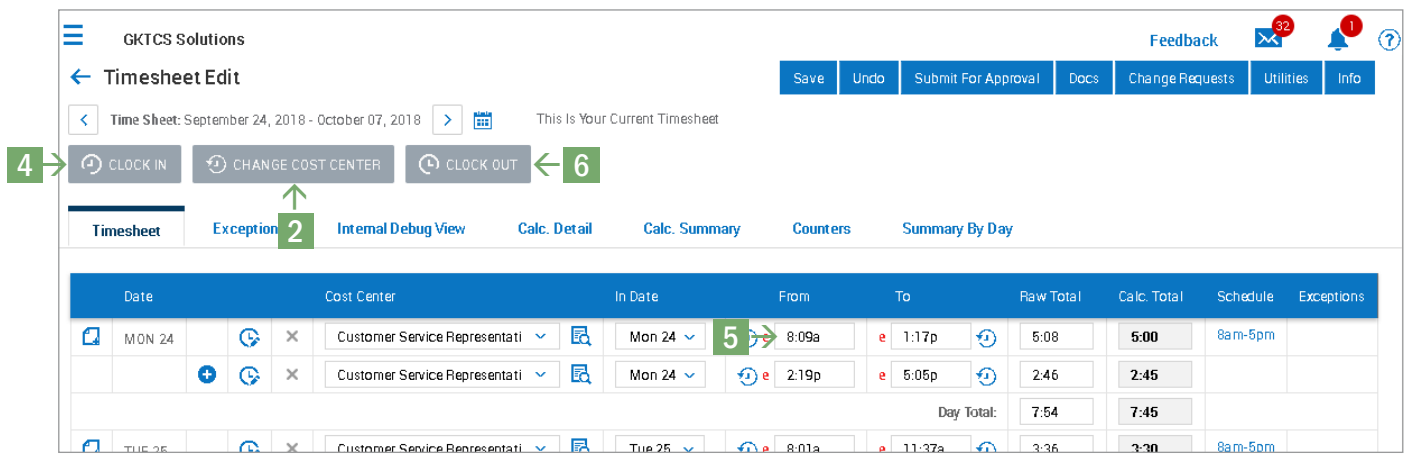


CLOCKING IN & OUT

Your timesheet and the home screen allow you to record the start and stop times of your work day. Your organization may require you to “clock in” and “clock out” at the beginning and end of each day, as well as for meals and other breaks, to ensure that you are paid accurately for time worked.

Clocking In and Out From My Timesheet

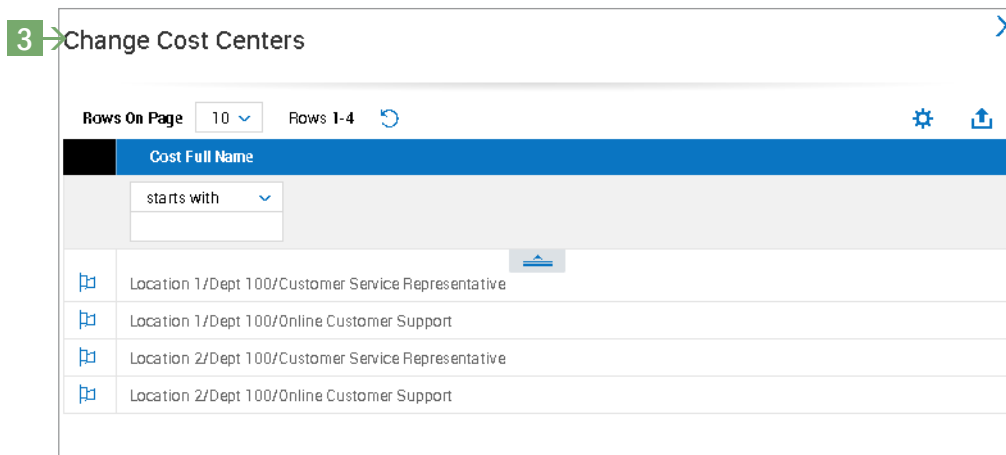
- 1 Click **Show Menu** , click the **My Info** tab, and navigate to **My Time > Timesheet > Timesheet**.
- 2 If you allocate your time to different departments or jobs, you may need to clock into a cost center other than your default cost center. Click **Change Cost Center**.
Note: This button may be worded differently depending on your company’s preferences.
- 3 Choose the applicable cost center/department.
- 4 If you are using your default department to clock in, click **Clock In**. Your punch is saved automatically.
- 5 In the **From** field in your timesheet, confirm the in-punch is recorded.
- 6 To clock out, click **Clock Out**. Your punch is saved automatically.
- 7 A confirmation message appears when you clock in/out or change cost centers.



4 → **CLOCK IN** **CHANGE COST CENTER** **CLOCK OUT** ← 6

2

Date	Cost Center	In Date	From	To	Raw Total	Calc. Total	Schedule	Exceptions
MON 24	Customer Service Representati	Mon 24	8:09a	1:17p	5:08	5:00	8am-5pm	
	Customer Service Representati	Mon 24	2:19p	5:05p	2:46	2:45		
Day Total:					7:54	7:45		
TUE 25	Customer Service Representati	Tue 25	8:01a	11:37a	3:36	3:30	8am-5pm	



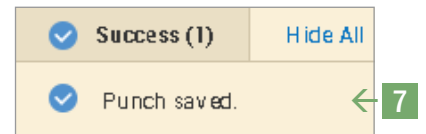
3 → **Change Cost Centers**

Rows On Page: 10 Rows 1-4

Cost Full Name

starts with

Location 1/Dept 100/Customer Service Representative
Location 1/Dept 100/Online Customer Support
Location 2/Dept 100/Customer Service Representative
Location 2/Dept 100/Online Customer Support



Success (1) Hide All


Punch saved. ← 7

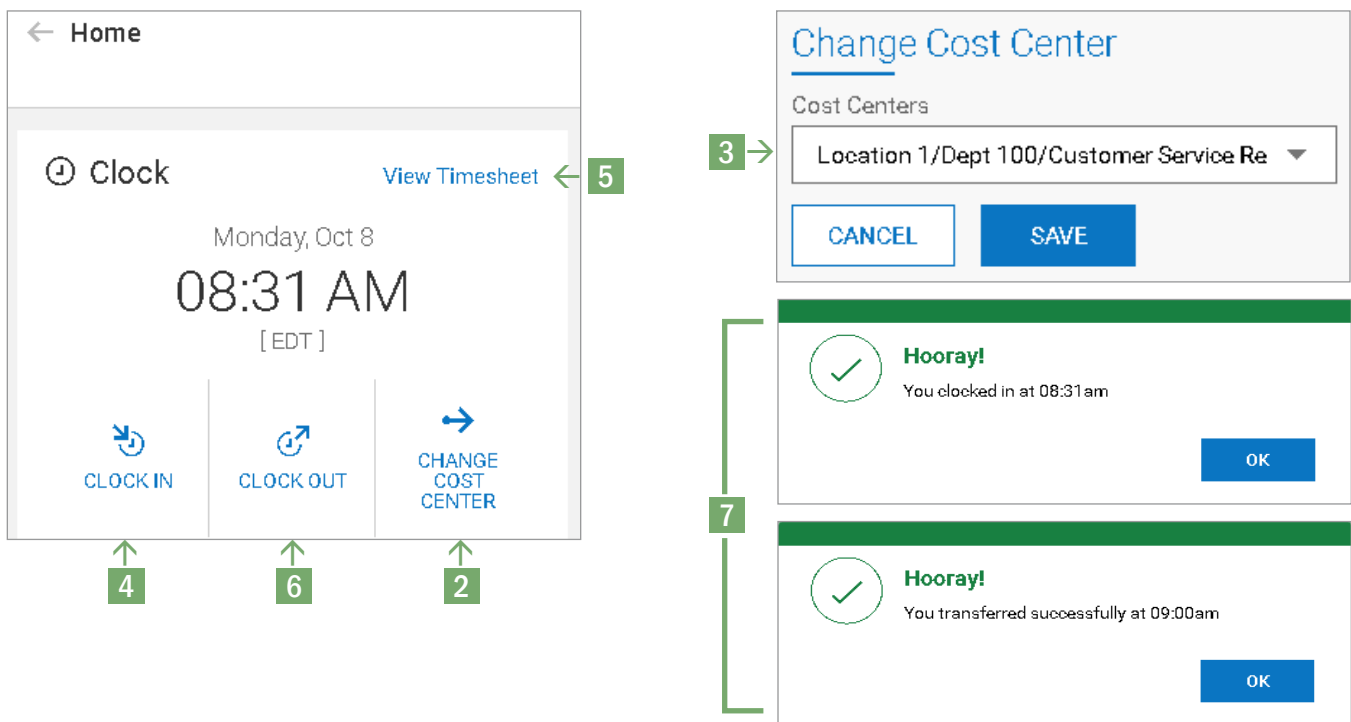
Did you know?

Your organization may have rules for when you can clock in and out. Be sure that you are aware of these rules when recording your time.

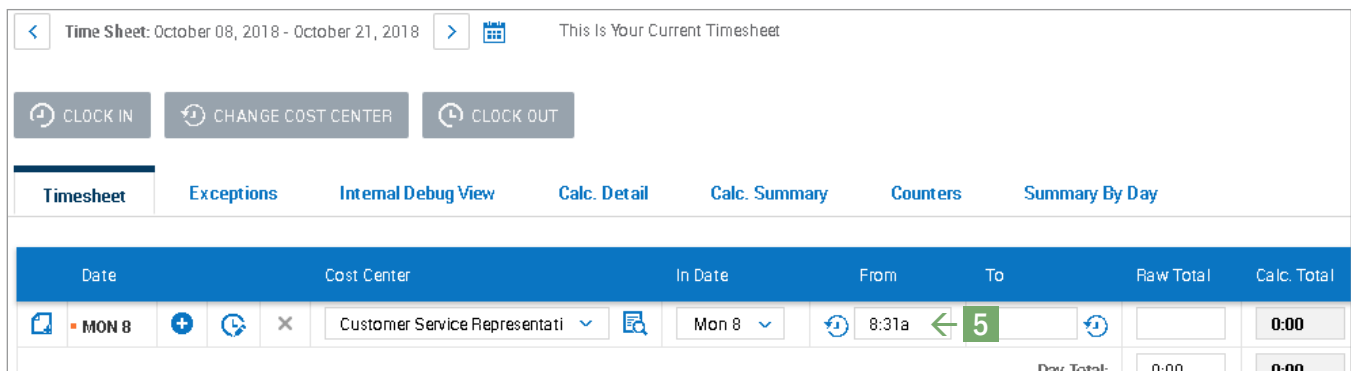
CLOCKING IN & OUT

Clocking In and Out From My Home Screen

- 1 Click **Show Menu** , then click the **Home** option (found at the bottom of the menu).
- 2 If you allocate your time to different departments or jobs, you may need to clock into a cost center other than your default cost center. Click **Change Cost Center**.
Note: This button may be worded differently depending on your company's preferences.
- 3 Choose the applicable cost center/department from the **Cost Centers** drop-down menu, then click **Save**.
- 4 If you are using your default department to clock in, click **Clock In**. Your punch is saved automatically.
- 5 Click **View Timesheet** and confirm in the **From** field the in-punch is recorded.
- 6 To clock out, click **Clock Out**. Your punch is saved automatically.
- 7 Different confirmation messages appears when you clock in/out or change cost centers.



The image shows three screenshots from a mobile application. The first screenshot is the 'Home' screen, which displays the current time (08:31 AM) and date (Monday, Oct 8). It has three main buttons: 'CLOCK IN', 'CLOCK OUT', and 'CHANGE COST CENTER'. A 'View Timesheet' link is also present. Numbered callouts 4, 6, and 2 point to the 'CLOCK IN', 'CLOCK OUT', and 'CHANGE COST CENTER' buttons respectively. The second screenshot is the 'Change Cost Center' dialog, showing a dropdown menu for 'Cost Centers' with the selected option 'Location 1/Dept 100/Customer Service Re'. There are 'CANCEL' and 'SAVE' buttons. A callout 3 points to the dropdown menu. The third screenshot shows two confirmation messages: 'Hooray! You clocked in at 08:31 am' and 'Hooray! You transferred successfully at 09:00am'. Both messages have an 'OK' button. A callout 7 points to these messages.



The image shows a desktop web interface for a 'Time Sheet' for the period 'October 08, 2018 - October 21, 2018'. It features buttons for 'CLOCK IN', 'CHANGE COST CENTER', and 'CLOCK OUT'. Below these are tabs for 'Timesheet', 'Exceptions', 'Internal Debug View', 'Calc. Detail', 'Calc. Summary', 'Counters', and 'Summary By Day'. The main table has columns for 'Date', 'Cost Center', 'In Date', 'From', 'To', 'Raw Total', and 'Calc. Total'. The 'From' field is set to '8:31a' and has a callout 5 pointing to it. The 'Calc. Total' for the day is '0:00'. At the bottom right, the 'Day Total' is also '0:00'.