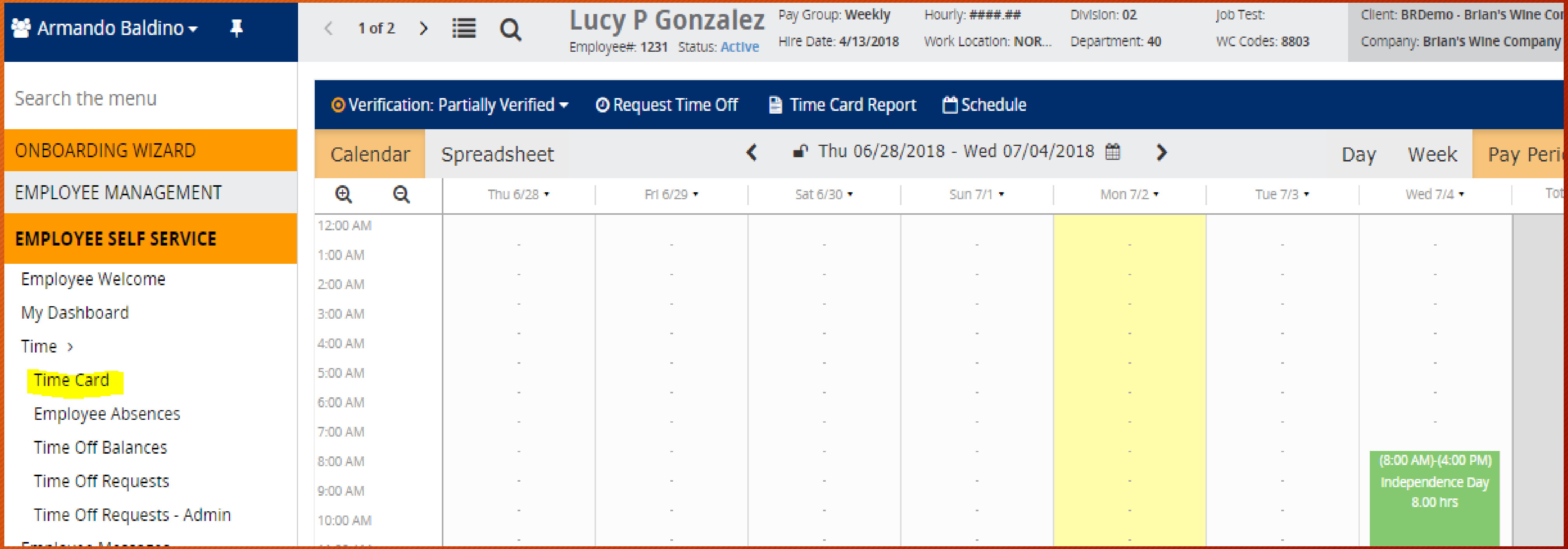
# Time User Guide

Viewing and Editing Time Cards

# Navigating to your Time Card

- Select Employee Self Service on the bottom left side of the screen.
- Select the “Time” Option
- Select “Time Card”

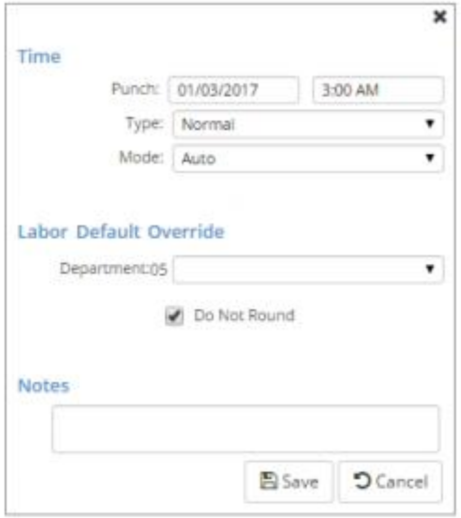


# Editing Time Card via Time Calendar view

## Punch Entry

To enter a punch on the Time Card, follow the steps below:

1. Using the mouse, click on the Time Card at the time you wish to the punch. The **Punch Entry Area** will appear (as shown below).
   **Note:** The date and time for the punch will automatically be entered for you based on the Time Card area selected earlier in step 1.



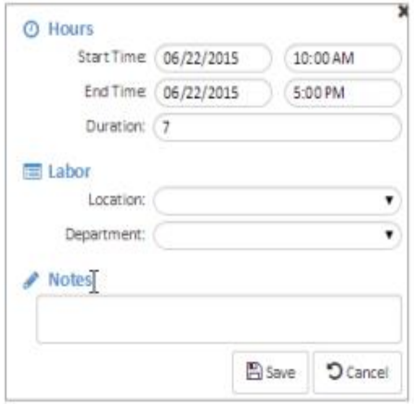

2. Enter the punch type you wish to create. The following options are available:
   - **Normal:** Used for standard in/out punches.
   - **Meal:** Used to indicate a meal out or meal in punch.
   - **Break:** Used to indicate a break out or break in punch.
3. Enter any labor allocation information that you wish to attach to the hours by using the fields in the **Labor** area. Select the **Do Not Round** option to prevent the system from applying Rounding Rules to this punch.
4. Enter any notes information that you wish to attach to the hours by using the **Notes** field.
5. Click on the **Save** button when finished.

## Hours Entry

To enter hours on the Time Card, follow the steps below:

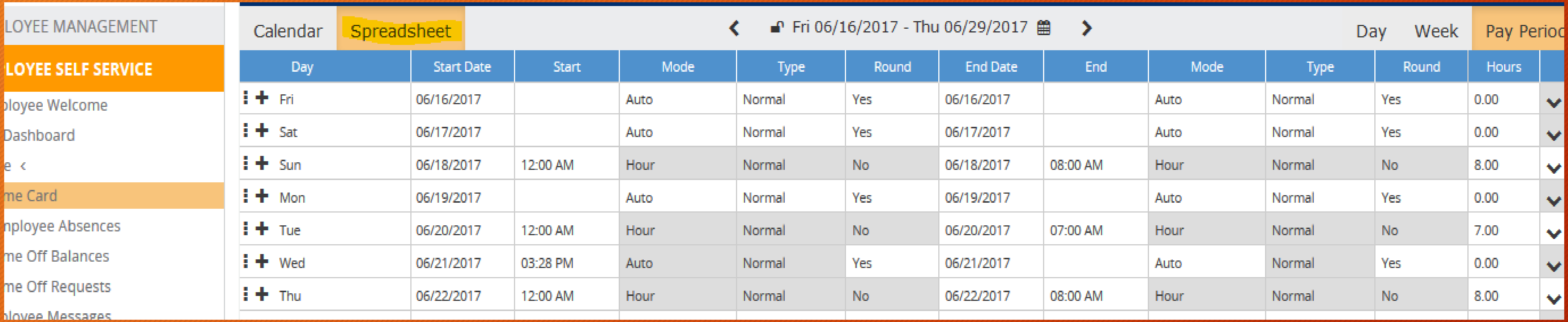
1. Using the mouse, click (and hold the mouse click) on the Time Card at the time, you wish to add hours and drag the mouse downward toward the bottom of the Time Card. This will create a highlighted section of the Time Card.
2. Click on the **Hour** link under the **Add Record** menu.


3. The **Start Time**, **End Time**, and **Duration** will automatically be entered for you based on the area selected earlier in step 1.




4. Enter any labor allocation information that you wish to attach to the hours by using the fields in the **Labor** area.
5. Enter any notes information that you wish to attach to the hours by using the **Notes** field.
6. Click on the **Save** button when finished.

# Editing Time Card via Spreadsheet View




| Day | Start Date | Start | Mode | Type | Round | End Date | End | Mode | Type | Round | Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fri | 06/16/2017 | | Auto | Normal | Yes | 06/16/2017 | | Auto | Normal | Yes | 0.00 |
| Sat | 06/17/2017 | | Auto | Normal | Yes | 06/17/2017 | | Auto | Normal | Yes | 0.00 |
| Sun | 06/18/2017 | 12:00 AM | Hour | Normal | No | 06/18/2017 | 08:00 AM | Hour | Normal | No | 8.00 |
| Mon | 06/19/2017 | | Auto | Normal | Yes | 06/19/2017 | | Auto | Normal | Yes | 0.00 |
| Tue | 06/20/2017 | 12:00 AM | Hour | Normal | No | 06/20/2017 | 07:00 AM | Hour | Normal | No | 7.00 |
| Wed | 06/21/2017 | 03:28 PM | Auto | Normal | Yes | 06/21/2017 | | Auto | Normal | Yes | 0.00 |
| Thu | 06/22/2017 | 12:00 AM | Hour | Normal | No | 06/22/2017 | 08:00 AM | Hour | Normal | No | 8.00 |

Spreadsheet view allows you to enter in the totals hours for a day but enter in the desired number in the **HOURS** column all the way to the right. You can also enter in your start and end time in the corresponding columns if you would like them reflected on your time card. If you do not enter in a start time, it will default you to midnight.

Make sure once you enter in your information or make any changes, you select **SHOW RESULTS** on the blue bar.

If you need to enter in additional punches for a certain day, simply just click the **+** and add any additional time or lunch breaks for that specific day.

By selecting the **+** symbol next to a specific day, it will add an additional line and allow you add multiple punches to that day.

# Requesting Time Off

## Request Time Off

1. Click on the **Time Off Request** icon at the top-left of the calendar to create a Time Off Request.
2. Enter the following request details:
   a. Select an **Absence Policy**.
   **Note:** This field is populated based on the absences created under Client Management > Benefits > Absence Policies.
   b. Select the **From** and **To Dates**. Select a single date, or a date range for the request.
   c. Enter a **Start Time** for the absences. This field is not required, but is important to add. If only half a day is being requested, enter the time the request should start so that it will be aligned properly on the Time Card.
   d. Update the corresponding **Days of the Week**. This section will auto-populate based on the dates selected above. Any desired days of the week can be unselected.
   e. Enter the number of **Hours Per Day**. This is the number of hours for each day that are being requested off.
   **Note:** If a week is being requested off, 8 hours per day would be entered in this field (as opposed to a 40 hours total).