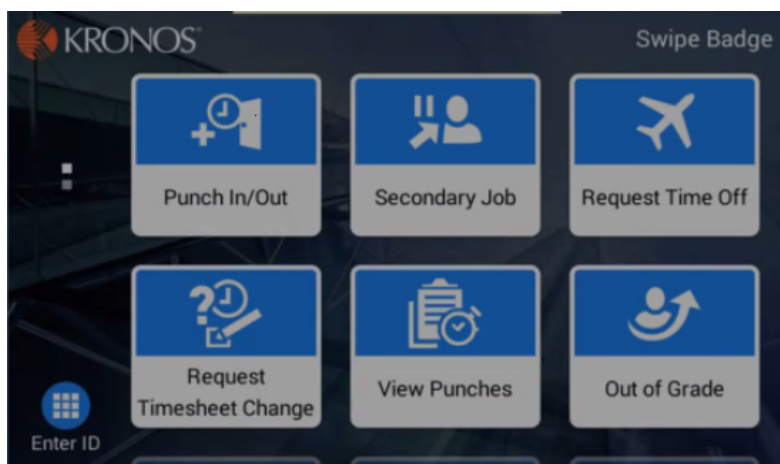


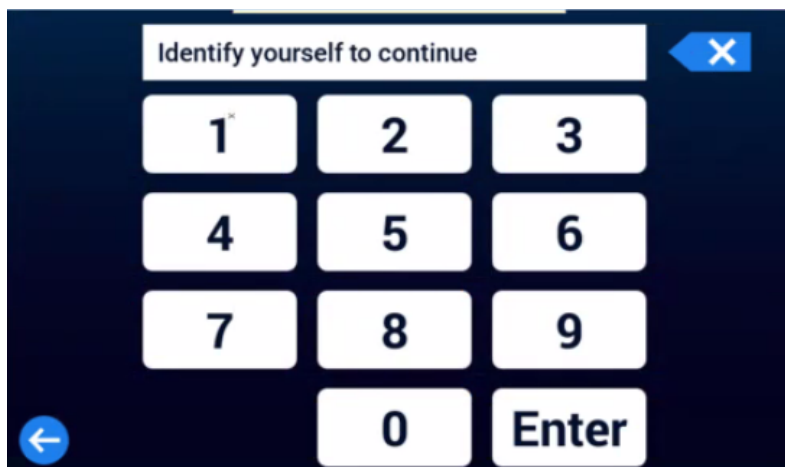
## Clock Functions for Hourly Employees

### Clock Face

There will be nine buttons. Each button will prompt you to swipe a badge or enter a number to access the function. Some will require further action.



### Manually Enter Badge ID



### Accepted Punch Notification



**Secondary Job Button Selection from a List**

Select Base Job when clocking back into your primary job. Alternatively, select the option that is available.

Secondary Job

1 Items

☐ <Leave Blank>

☐ Base Job

☐ FT Class/Environmental Services/Housekeeping Person

Select

**Requesting Time Off Button Series**

- 1. Type Selection



Time Off

☐ Bereavement

☐ Jury Duty

☐ Personal

☐ Sick

  Select



## 2. Day Type Selection

Request Type

☐ Full Day


☐ Partial Day

☐ Multiple Days


  Select

## 3. Date Selection

Request Time Off

Date  

Comment

 Submit

## 4. Error Message for Negative Balance

Error

Please Review:

- Remaining accrued balance for Personal would be negative: 7:30.

Cancel

## Timesheet Change Request Button Series

1. Select type of change request

Change Type

☐ AddPunchIn Add Punch In

☒ AddPunchOut Add Punch Out

☐ AddTimeEntry Add Time Entry

☐ ModifyCostCenter Modify Cost Center

←

Select

2. Type Verification

Request Timesheet Change

Change Type

AddPunchOut

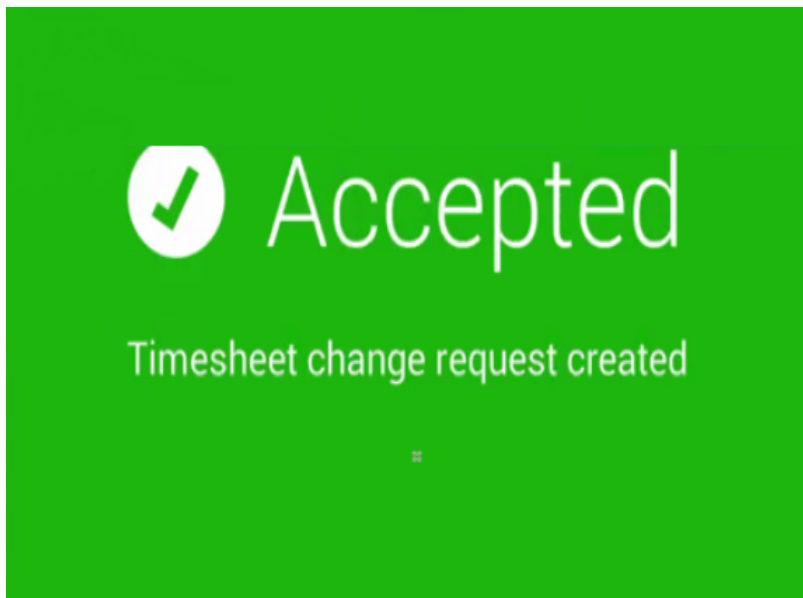
Submit

3. Enter time for punch change request

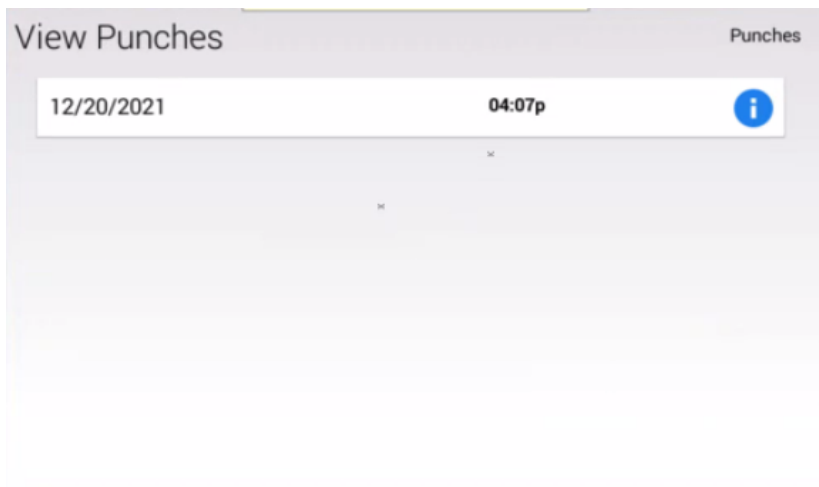


A time selection interface on a dark blue background. At the top, a white input field displays '5:00 PM' with a blue 'X' icon to its right. To the right of the input field is a blue button with a white left-pointing arrow and a white 'X' icon. Below the input field is a 3x3 grid of white buttons with black text: '1', '2', '3' in the first row; '4', '5', '6' in the second row; '7', '8', '9' in the third row. At the bottom left is a blue circular button with a white left-pointing arrow. At the bottom are three white buttons with black text: 'AM', '0', and 'Enter'.

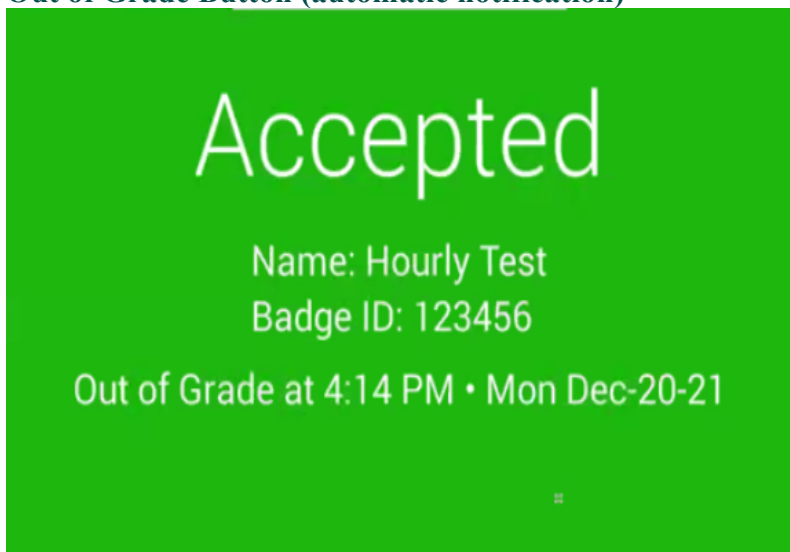
4. Accepted Notification



**View Punches Button**






**Out of Grade Button (automatic notification)**



**View Accruals Button (totals) (third row)**

View Accrual Balances

Accrual Balances

Personal	0:00 Hours	06/01/2018	
Sick	0:00 Hours		
Vacation	-7:30 Hours	12/15/2021	


## View Hours Button (series)

1. Select date range

View Hours


From

12/20/2021









To

12/20/2021








Submit

2. Date totals

View Hours		
		Select Period View Hours
12/13/2021	7:30 Hours	
12/14/2021	7:30 Hours	
12/15/2021	7:30 Hours	
12/16/2021	7:30 Hours	
12/17/2021	7:30 Hours	
12/21/2021	7:30 Hours	

3. Date totals after clicking on the 'I' for detailed information

View Hours		
		Select Period View Hours
12/13/2021	7:30 Hours Bulk 1 7:30	
12/14/2021	7:30 Hours	
12/15/2021	7:30 Hours	
12/16/2021	7:30 Hours	
12/17/2021	7:30 Hours	

### View Hours Button (series)

1. Select date range
  - Select Timesheet dates
  - Notification for Current Timesheet



## Submit Timesheet

From 12/20/2021

To 12/20/2021

Submit

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