### Time Clock Map

**12:00 PM Tue Feb-28-2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock In</td>
<td>Approve Timecard</td>
</tr>
<tr>
<td>Meal Out</td>
<td>View Timecard</td>
</tr>
<tr>
<td>Meal In</td>
<td>Call In</td>
</tr>
<tr>
<td>Clock Out</td>
<td>More...</td>
</tr>
</tbody>
</table>

- **Approve on Wednesday BiWeekly**: and enter missed punches
- **View current or past timecards for sign in times and shift/daily totals**
- **Current, Projected Vacation & Sick Accruals**: Totals for timecard including: Today, Yesterday, Current Pay Period, Previous Pay Period
- **Request Time Off**: From Payroll Office or supervisor. Check for time off request or missed punch approval.
- **View Accruals**: Missed Meal Punches
- **Read Messages**: Call In
- **View Totals**: More...

**Navigate up/down left/right**

**Enter button**
**Approve Timecard**

1. Select **Previous Pay Period** (or **Current Pay Period** if approving on Wednesday)
2. Review timecard using the blue arrow keys
3. Select **Approve** and then press **Enter**

**Call - In**

* After choosing the function, the ext screen will read DEVICE WORK RULE and will have the number “1” already entered in the box
1. Press **Enter**
2. Swipe ID badge or input your 7 - digit ID and press **Enter**

**Missed Punctures**

Enter missed punches and submit for supervisor approval.
1. Select **Approve Timecard**.
2. Swipe ID badge or enter your 7 - digit ID and press **Enter**.
3. Select **Time Review**
4. Scroll up/down to find the Missing Punch you wish to correct and select by pressing **Enter**
5. **Current Punches** are displayed first.
6. **Enter Missed Punch** in military time. For example if missed punch is 6:00 AM, enter 0600. If missed punch is at 3:30 PM, enter 1530
7. DO NOT change date field. Leave this box unedited by pressing **Enter**
8. Once you are done, double check that your entry is correct and select **SUBMIT**, then press **Enter**.
9. An email will be sent to your supervisor notifying him/her of your requested punch.
10. Check message to see approval from your supervisor.

**Requesting Time off**

In the series of blank boxes that appear,
1. **LEAVE TYPE**: Input the number code of the type you are requesting:
   - 100 for Vacation
   - 200 for Sick Self
   - 201 for Sick Family
   (Students and Resource Employees only have access to Sick Plans)
   Press **Enter**.
2. **FROM DATE**: Input the first date of your absence in the MM/DD/YYYY format. You must include the period (.) between the month, day, and year. Ex: January 1, 2017 = 01.01.2017
   Press **Enter**.
3. **TO DATE**: Input the last day you will be absent in the MM/DD/YYYY format. If you will be gone for one day, the FROM DATE and TO DATE will be the same date.
   Press **Enter**.
4. **HOURS/DAY**: Input the number of hours you will be gone each day in the HH.MM format. Ex: If you work 8.0 hrs/day, you will enter 8.00; for 7.5 hrs/day, enter 7.30 (enter hours and minutes)
   *if you will be gone for more than one day, but for a different number of hours each day, submit each day as its own request by choosing **ADD ANOTHER** option at the bottom of the form.
5. Using the grey side-to-side arrow key to select either **ADD ANOTHER** if you want to request another day, otherwise select **SUBMIT** if you are done.
   Press **Enter**.

An email will be sent to your supervisor notifying him/her of your requested absence.

**Rest Break Sanction**

Enter Rest Break Sanction when rest breaks have not been taken.
1. Select **Rest Break Sanction**.
2. If rest breaks have not been provided, select **No**.
3. Input Date that rest break was not provided in the MM/DD/YYYY format.
4. Press **Enter** and then **Submit**.

**Missed Meal Punches**

Enter two punches when both meal clock ins have been missed.
1. Select **Missed Meal Punches**.
2. Date defaults to current day, change date if entering punches for a different day in the MM/DD/YYYY format.
3. Input time for first punch.
4. Repeat steps 2 and 3 for second punch.
5. Press **Enter** and then **Submit**.