



# Clocking In and Out

Your timesheet and the home screen allow you to record the start and stop times of your work day. You may be required 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 your timesheet

- 1 click the **My Info** tab, and navigate to and navigate to one of the following **My Time 2 Timesheet 2 Current Timesheet"**
- 2 If you allocate your time to different departments or jobs, you need to clock into a cost center other than your default cost center. Click **Multiple Job EEs Clock In Here**.
- 3 **n the Multiple JobseWtionWhooseSelect From List** then click on the **Browse** icon to 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.

My Time > Timesheet > Current Timesheet

← Timesheet Edit

Save Submit Change Request ...

Clock In Clock Out → Multiple Job EEs Clock In Here

4 6

May 25, 2024 - June 07, 2024 Open

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

3.50 hrs 0.00 hrs 0.00 hrs 0.00 hrs  
Calc. Total Vacation Sick Personal

Date	From	To	Raw Total	Calc. Total	In Date	On Call	Job Worked	Notes
SAT May 25			0.00 hrs	0.00 hrs				
SUN May 26			0.00 hrs	0.00 hrs				
MDN May 27 No Schedule	08:30 am	12:00 pm	3.50	3.50	MON May 27	Choose...		
			3.50 hrs	3.50 hrs				

5

3

### Change Cost Center

Multiple Jobs

Select From List Choose...

Cancel OK

7

- ✓ You clocked in at 08:30 am.
- ✓ You clocked out at 12:00 pm.

### 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 and out from your home screen

- 1 In the **Menu**, ☰ then click the 🏠 **Home** option (found at the top of the menu).
- 2 If you allocate your time to different departments or jobs, you need to clock into a cost center other than your default cost center. Click **Multiple Job EEs Clock In Here**.
- 3 Choose the applicable cost center/department from the **Multiple Jobs** drop-down menu then click **OK**.
- 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 appear when you clock in/out or change cost centers.

My Time > Timesheet > Current Timesheet

← Timesheet Edit Save Submit Change Request ...

📅 May 25, 2024 - June 07, 2024 Open all

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

3.50 hrs 0.00 hrs 0.00 hrs 0.00 hrs  
Calc. Total Vacation Sick Personal

Date	From	To	Raw Total	Calc. Total	In Date	On Call	Job Worked	Notes
> SAT May 25	+		0.00 hrs	0.00 hrs				
> SUN May 26	+		0.00 hrs	0.00 hrs				
> MON May 27	+		3.50 hrs	3.50 hrs				
> TUE May 28	+		0.00 hrs	0.00 hrs				
✓ WED May 29 <small>No Schedule</small>	03:09 pm		0.02	0.00	WED May 29	Choose...	Choose...	
			0.02 hrs	0.00 hrs				