1. **User must** make a selection → Then **tap badge and press index finger**

- **Used to make selections**
- **Used to navigate through the screens**
- **Delete button**
- **Enter button**
Employee – 4500 Clock – Functions Overview

**View Total Hours** function allows users to view their hours based on the selected time period they choose.

**Multi-Job Punch** function allows users with multiple jobs access to clock in/out from the clock, by selecting job from list. Please see *Multiple Job Clock in Job Aid* for step by step instructions.

The **Review Punches** Function allows users to review recent punches made on the clock.

**Approve Timecard** function allows users to approve their timecard by selecting the time period necessary.

Make sure to read attestation and hit.
Employee - 4500 Clock - Functions Overview

Current Schedule function allows users to see their current set work schedule on SharkTime.

Time-off Balances function allows users to see accruals as of the date they select below.

Request Time off function allows users to request time off from the clock. Please see the Request Time off Job Aid for Step by Step instructions.
**Employee – 4500 Clock – Functions Overview**

**View Timecard** function allows users to view the information on their time cards by selecting the time period.

**View Messages** function will allow users to see any communication from SharkTime.

**On Call** functions will allow users to see any communication from SharkTime.

**Punch** function gives single job employees another way to punch in/out.

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**View Timecard Online**
- **Previous PayPeriod:**
  - Mon 5/25: 7.5 Memorial Day
  - Daily Total: 7.5
  - Tue 5/26: Unexcused Absence
  - Wed 5/27: Unexcused Absence
  - Thu 5/28: Unexcused Absence

**Message 2 of 9**
- **Received:** 6/08/2015 12:00PM
- **Dear Employee,**
- You are getting this email because you still have not approved your timecard. If you do not remember how to do so, please visit the link below and watch the "Approve Your Timecard" video.
- [http://www.nova.edu/cwis/top/payroll/nsh zeit/](http://www.nova.edu/cwis/top/payroll/nsh zeit/)
- Thank you for your cooperation on this matter.

**8:24 AM**
- **Wed May-27-2015**
- **We are 1 NSU. Go Sharks!!**

**View Time Card**
- **View Messages**
- **On Call**
- **Punch**
- **More...**