Clocking in/out

Employees can clock in or clock out using either the computer/portal or the badge reader. Instructions on how to clock in or out using the computer/portal follow. Please refer to the trifold handout located on the TimeNet page for instructions on how to use the badge reader.

Type in the username and password at the login screen. It will look like the one below. Your username and password are the same as your Outlook email username and password.

By checking the box beside the option located under the button and then clicking , a punch is recorded and the transaction is finished. You should have a pop up similar to the one below confirming the punch.

Thank you, Lisa Frost, a clocking was recorded for you on 09/26/2012 at 11:21 EDT

OK
By not checking the “Quick Badge Only” box, the main menu will appear. This brings you to the home screen menu. Notice the yellow halo around the Home icon of the screen below:

![Home Screen](image)

**Quick Badge Screen**

If an employee chooses to log into the system, he or she can clock in/out by using the Quick Badge icon located on the menu bar. The following screen will be displayed:

![Quick Badge Screen](image)

1. Select **Save** if you are working in your home labor distribution, department, etc.  
   **Take note of the date and time when selecting save, this will be your clocking time.**

2. If you need to enter a special code, select one of the special codes from the right side of the screen such as Lunch Out or Orientation and select **Save**.

3. Once the clocking information is entered, an informational message will appear stating the clocking was submitted.
The clocking entered will be displayed on the Time Card Screen.

List of Special Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Clocking Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB</td>
<td>Called Back</td>
<td>Both</td>
</tr>
<tr>
<td>CL</td>
<td>Class</td>
<td>Both</td>
</tr>
<tr>
<td>EXS</td>
<td>Extended Shift</td>
<td>Out Only</td>
</tr>
<tr>
<td>LO</td>
<td>Lunch Out</td>
<td>Out Only</td>
</tr>
<tr>
<td>MT</td>
<td>Meeting</td>
<td>Both</td>
</tr>
<tr>
<td>NL</td>
<td>No Lunch</td>
<td>Out Only</td>
</tr>
<tr>
<td>OR</td>
<td>Orientation</td>
<td>Both</td>
</tr>
<tr>
<td>VTR</td>
<td>Voting Time Requested</td>
<td>Either</td>
</tr>
</tbody>
</table>

**CB:** Called back must be used to indicate an employee who is on call was called back to work during the on call period. When badging in/out for call back make sure you use the special code CB for the in and out punches to capture the complete time spent working.

**CL:** Class must be used to indicate when an employee attends a class or training and should be paid for this time. When badging in/out for class time make sure you use the special code CL for the in and out punches to capture the complete time spent in class.

**EXS:** Extended Shift must be used to indicate the time between the previous punch and the current punch is greater than 16 hours.

**LO:** Lunch out must be used to indicate when an employee is clocking out for lunch. All employees are now required to badge out for lunch and then back in from lunch. Note: You only have the use the special code LO on the lunch out punch.

**MT:** Meeting must be used to indicate when an employee attends a meeting and should be paid for this time. When badging in/out for meeting make sure you use the special code MT for the in and out punches to capture the complete time spent in the meeting.

**NL:** No lunch is used on the final punch of the day to indicate that the employee was unable to take a lunch during that shift.
OR: Used to identify shifts that would be classified as Orientation. When badging in/out for orientation make sure you use the special code OR for the in and out punches to capture the complete time spent in orientation.

VTR: Used to identify when an employee is allowed to leave to vote in an election. This punch can be used on either the in or out punch.

Add Clocking

To enter a **clocking time Request** click on the employee icon. Employee id, name, and pay period populates in the window:

Select the Pay period to add clocking for, and click on the “Add Clocking” button**:**

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**Image:** Administrator interface for adding clocking times with options for employee actions and pay period selection.
By clicking “Add Clocking” the system displays the screen that allows you to manually add clocking:

![Add Clocking Screen](image)

All fields that have an “*” next to it are required.

**Date** *(The format is mm/dd/yyyy)*

- Entering a value of “T” in the date pre-populates the field with today’s date,
- OR Click on the calendar on the right side of the screen to select a date,
- OR Manually key the date.

**Time**

The time must be entered in a 24-hour format. If entered in a non-24 hour format, the system reformats the time into a 24-hour format if you add PM after the time. Example: 3:00pm will change to 15:00 automatically.
Once you have entered the time, click the “Save” button at the bottom of the screen. For entering normal time worked the transaction is finished.

With the introduction of the new time clocking system, employees will be required to clock in and out for Lunch. To do a Clock Request for your out punch for lunch, you will need to follow the steps above and then you will need to add the following special code “LO”:

Once you return from lunch, you clock in with no special code and it automatically returns you from lunch. On a day where you work 8 hours and take a lunch, this is how your days transactions would appear in the transactions screen:
To Add Calendar Requests for PTO, EMLB, Called Off, Jury Duty, Etc:

Click on the Employee Icon, this action brings you to the transaction screen, notice the TCS (Time Card Screen) button is dark gray, this indicates that you are viewing the transaction screen:

To enter non productive time for multiple days, click on the “Monthly View” button.
This screen displays the current month and highlights the current day. For my example, I am going to enter annual leave on November 2, 2012 – November 4, 2012.

**Step 1:** Click on forward arrow to navigate to November.

**Step 2:** Click on November 2 dark bar

**Step 3:** Hold the Ctrl key and click on the dark bar for November 3 and November 4th

Once you have selected the days they will appear as highlighted, click on the “Add Calendar” button:
The “Add Calendar” button displays the general employee info screen, verify you have selected the correct date range, and then enter the appropriate pay code:

Click in the Pay Code field. Click on the appropriate Pay Code for the calendar request from the Field Look Up Values pane.

Enter the start of the transaction time:
Enter the duration of the time you are requesting off, Click Save, this completes your transaction.

Click in the Time field. Enter a start time for all entries. Use your common start time for an entry submitted for an entire day. Military format must be used. For example enter 1500 for 3 pm.

Click in the Hours/Units field and enter the number of hours for each day submitted.

The system will generate a decimal to two places. For example enter 8 for 8.00 hours, enter 4.5 for 4.50 hours.

Your time clocked and calendars are listed in the Transaction List. You can view the current pay period, one prior pay period, or one future pay period by clicking on the Pay Period drop down.
Benefit Balances

To view Benefit Balances click on the red card arrow to expand:

To view your Pay Distribution for the selected pay period click on the red card arrow to expand:
Signing Off On Time At the End of the Pay Period

Employees are expected to sign off on their time at the end of the pay period. To sign off on your time:

1. Click on the icon at the top of the screen. This will access your time card screen with the detail of your clockings for the pay period.

2. Make sure there are no exceptions messages by clicking the exceptions card in the middle of your screen underneath the transactions list showing your punch detail.

3. Check that all of your daily hours totals are correct by reviewing the Pay Distributions (Daily Hours) on the bottom right side of your screen. Each week is totaled separately and you can review each week by clicking on either the Week 1 tab or the Week 2 tab.

4. If your hours are correct and there are no exceptions to clear, then you should click on the button located on the left side of your screen located under the section.
### Rounding Chart:

<table>
<thead>
<tr>
<th>In/Out Punch Low Value</th>
<th>In/Out Punch High Value</th>
<th>Rounded Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>:58</td>
<td>:03</td>
<td>:00</td>
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<tr>
<td>:04</td>
<td>:09</td>
<td>:06</td>
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<td>:52</td>
<td>:57</td>
<td>:54</td>
</tr>
</tbody>
</table>

Middle In-Punches, Middle Out-Punches and Non-productive hours and times are **not** rounded. This includes Lunch punches.