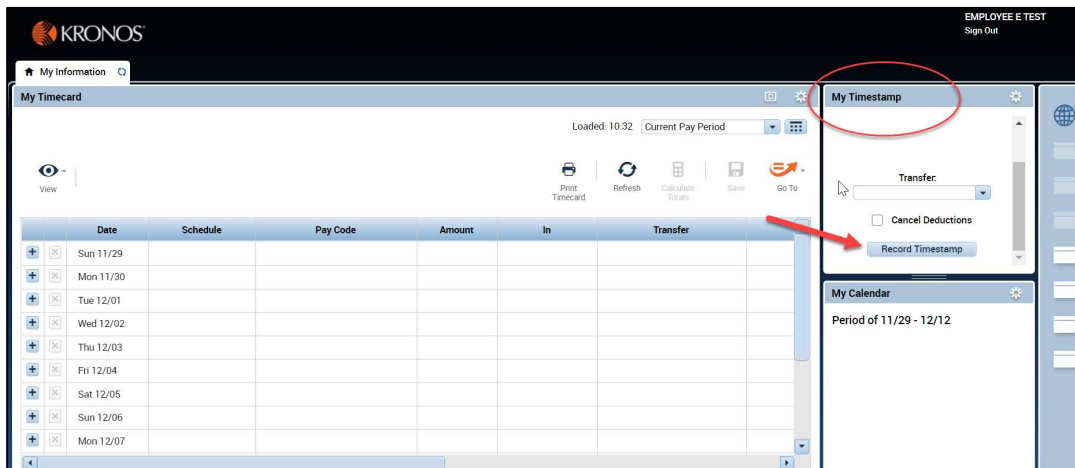


Timestamp: Punching In & Out

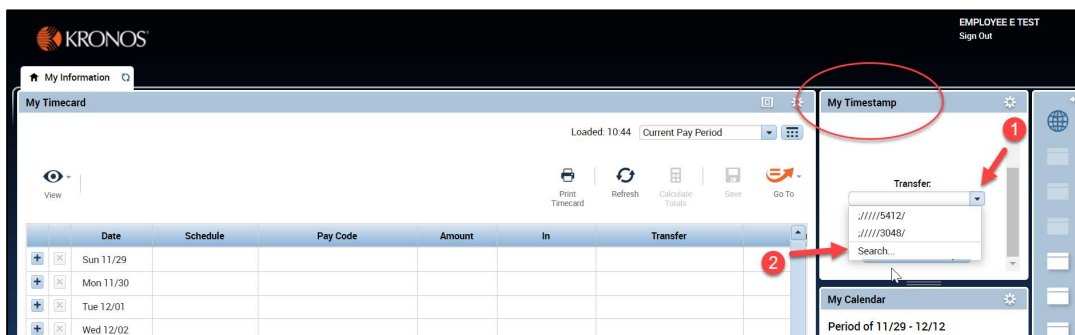
***** This process only applies to non-exempt (hourly) employees.**

How to Punch In

1. To punch into your **PRIMARY** position:
 - a. Go to the timestamp widget on the right-hand side of the timecard and click “Record Timestamp”.

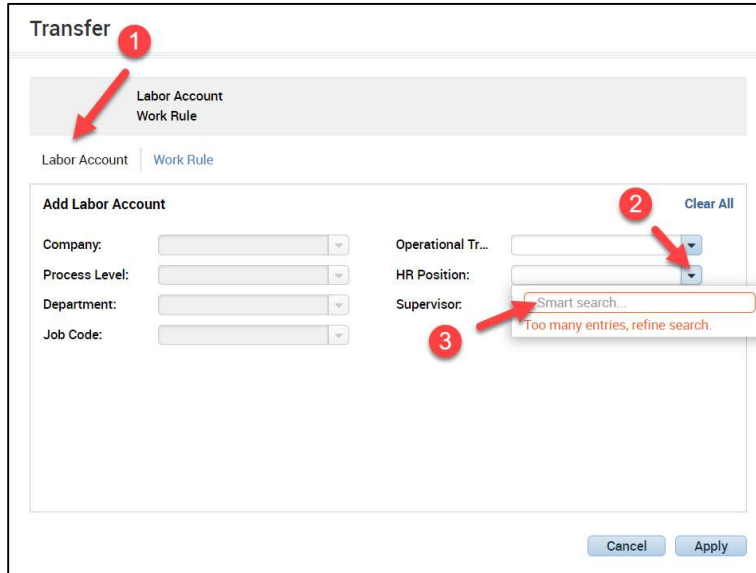


2. To punch into a position that is **NOT** your primary *but still a regular shift*:
 - a. Go to the timestamp widget on the right-hand side of the timecard and click on the “Transfer” drop down, then click “Search”.



Timestamp: Punching In & Out

- b. Within the transfer window, under the labor account tab, click on the “HR Position” drop down to search and select the applicable position.
 - i. You can search by either position number or description.



Transfer

Labor Account
Work Rule

Labor Account | Work Rule

Add Labor Account Clear All

Company: Operational Tr...

Process Level: HR Position:

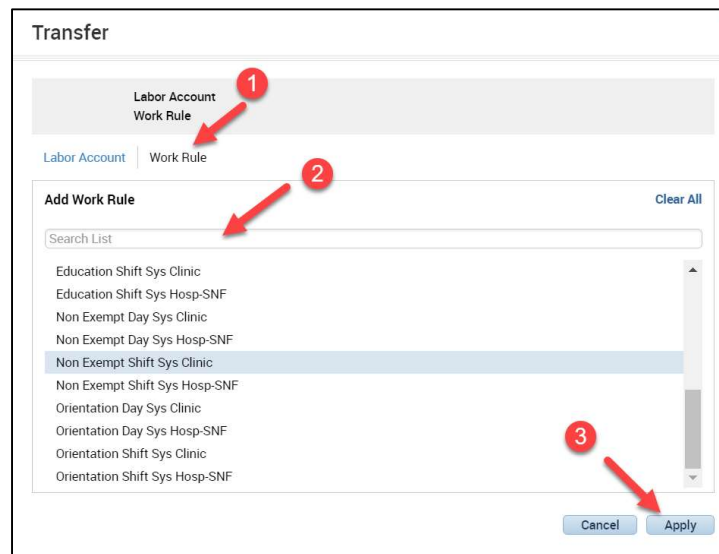
Department: Supervisor:

Job Code:

Smart search...
Too many entries, refine search.

Cancel Apply

- c. If the pay rule for your primary position is different than the pay rule for the position you are transferring time to, you will also need to transfer to the appropriate work rule (same name as pay rule). To do so, within the work rule tab, search for or select the appropriate work rule in the drop-down list. Then click “Apply”.



Transfer

Labor Account
Work Rule

Labor Account | Work Rule

Add Work Rule Clear All

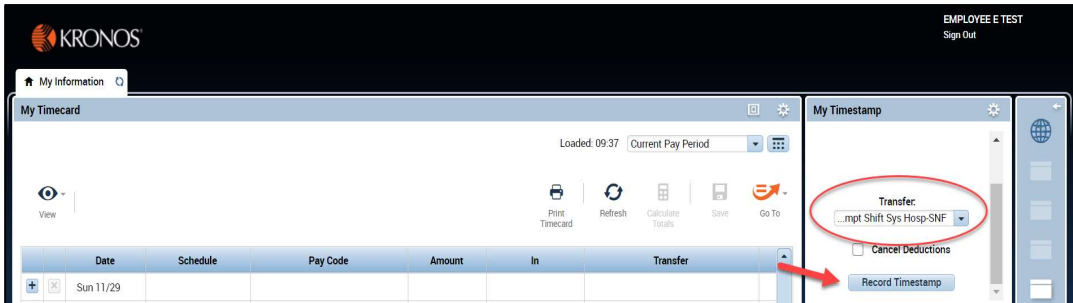
Search List

- Education Shift Sys Clinic
- Education Shift Sys Hosp-SNF
- Non Exempt Day Sys Clinic
- Non Exempt Day Sys Hosp-SNF
- Non Exempt Shift Sys Clinic
- Non Exempt Shift Sys Hosp-SNF
- Orientation Day Sys Clinic
- Orientation Day Sys Hosp-SNF
- Orientation Shift Sys Clinic
- Orientation Shift Sys Hosp-SNF

Cancel Apply

Timestamp: Punching In & Out

- d. The position number and work rule (if applicable) will show in the transfer box of the timestamp feature. Click “Record Timestamp”.

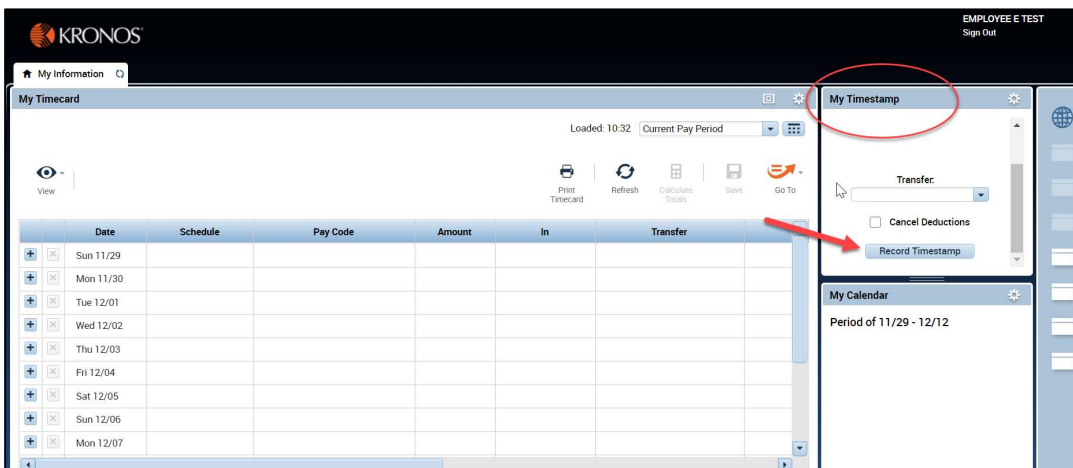


3. Click “Refresh” to see the punch information in the timecard.



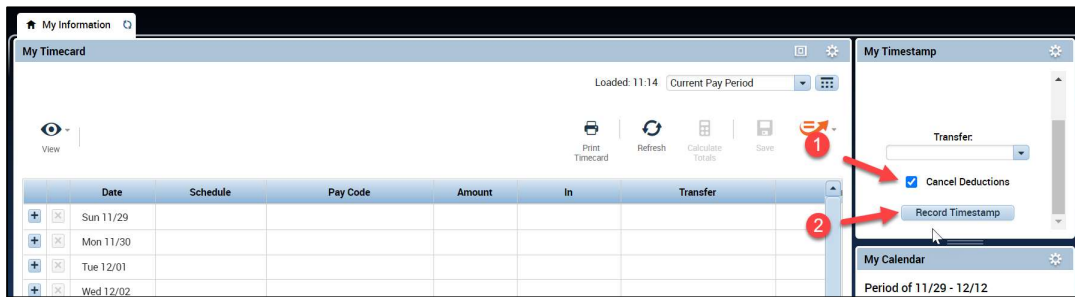
How to Punch Out

1. To punch out
 - a. Go to the timestamp widget on the right-hand side of the timecard and click “Record Timestamp”.



Timestamp: Punching In & Out

2. To punch out & **CANCEL** the automatic meal deduction.
 - a. Go to the timestamp widget on the right-hand side of the timecard, check the “Cancel Deductions” box and then click “Record Timestamp”.
 - i. This will both punch you out and cancel the automatic meal deductions for that shift.



3. Click “Refresh” to see the punch information in the timecard.



If you have questions about this process or would like more information, please contact your Timekeeper or Human Resources Business Partner.