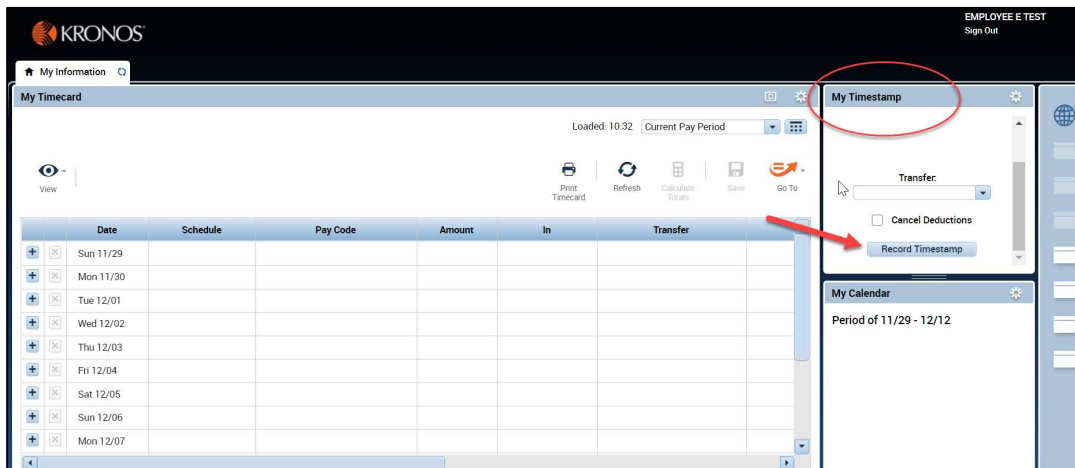# Timestamp: Punching In & Out
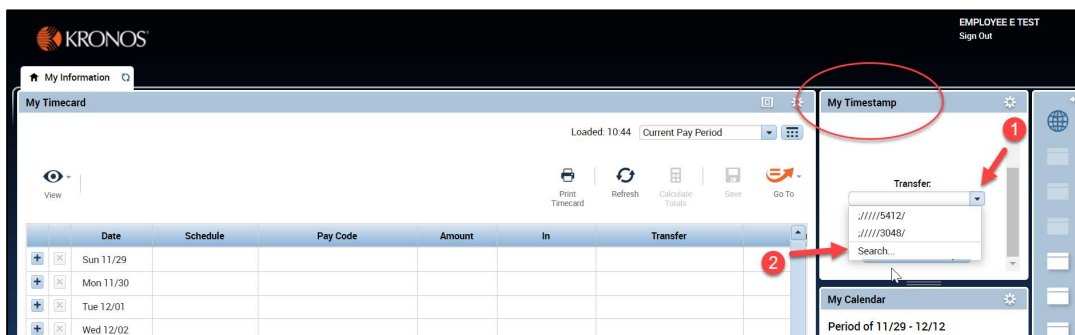
*** This process only applies to non-exempt (hourly) employees.

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".

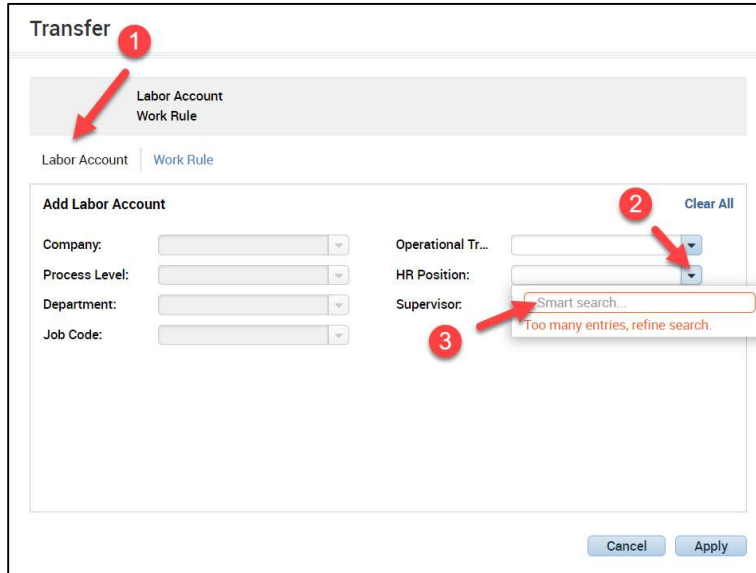

2. To punch into a position that is **NOT** your primary *but still a regular shift*:
   a. Go to the timestamp widget on the right-hand side of the timecard and click on the "Transfer" drop down, then click "Search".

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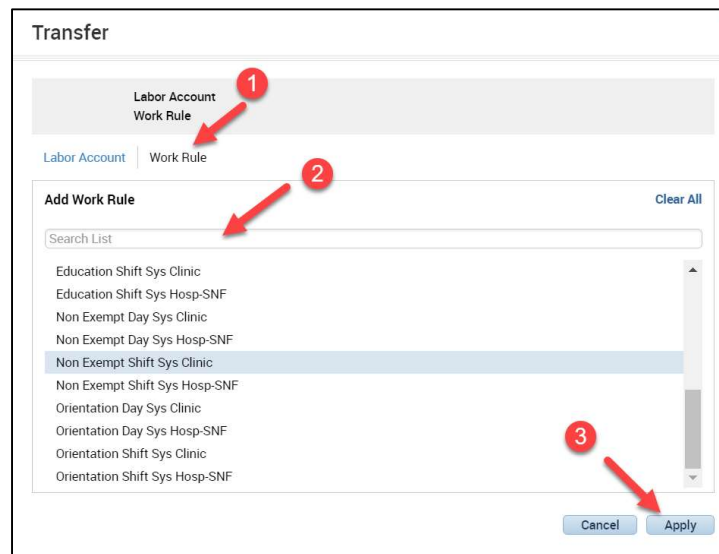
c. If the pay rule for your primary position is different than the pay rule for the position you are transferring time to, you will also need to transfer to the appropriate work rule (same name as pay rule). To do so, within the work rule tab, search for or select the appropriate work rule in the drop-down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

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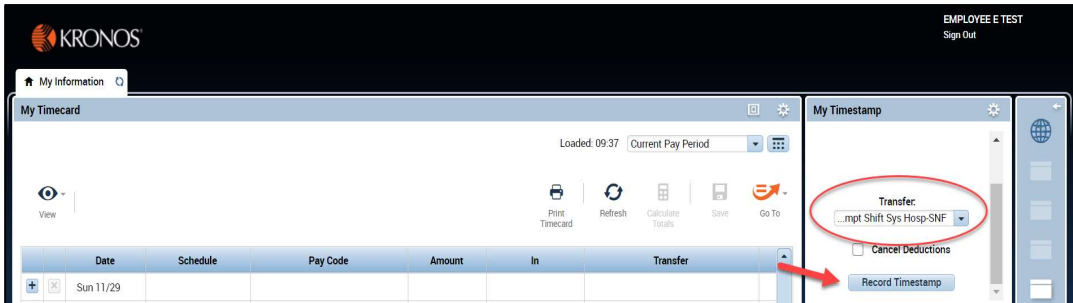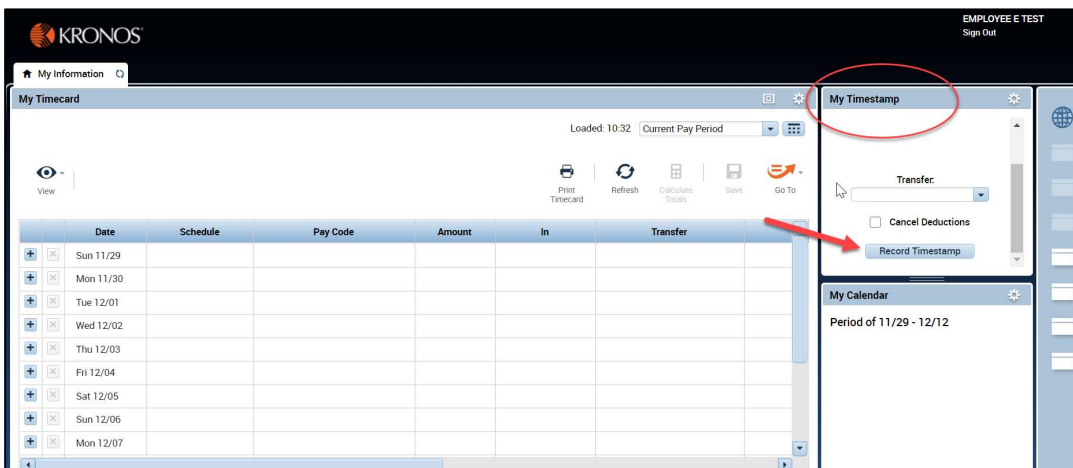

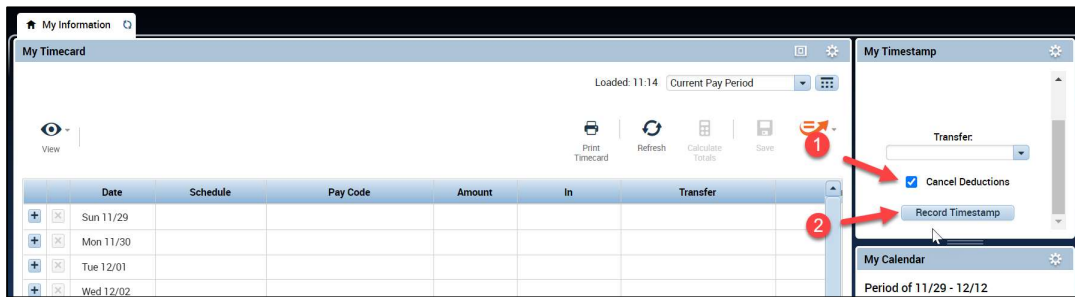3. Click "Refresh" to see the punch information in the timecard.

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".

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.