# Time & Attendance

Web
Punch Based Time Entry

The following guide explains the Time & Attendance system. Some
of the features described below may or may not apply to you.

## How To Setup Employee Account

1. Your employer will be sending you an email containing a registration link. Click on the link to be routed to the registration page.
2. Create an account and choose a password.
3. Save the weblink to log in in the future.

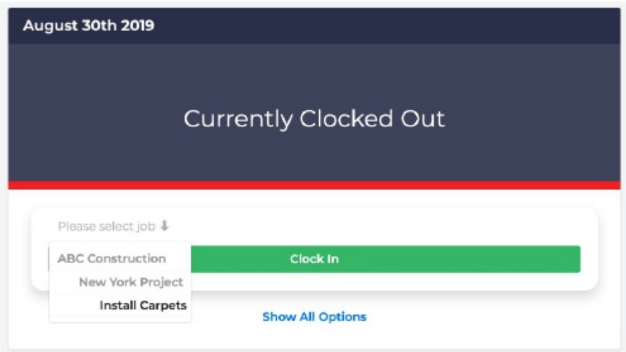
## How To Log In

1. Go to the web link provided from the registration process.
2. Click the Login button in the upper right corner of the page
3. Fill in the email address, where the registration link was sent by your employer, and the password you created. Click **Log In**.

## How To Sign Out

1. On the top right, click on the setting icon
2. Click the Log out option.

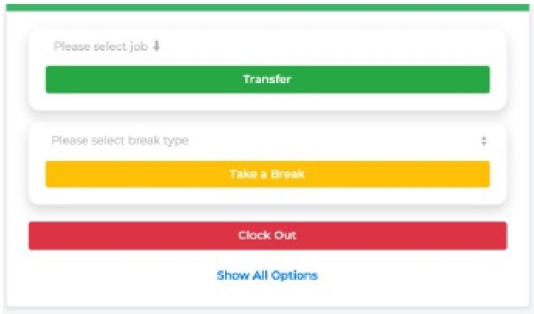
## How to Clock In




You may be required to select the job before clocking in.

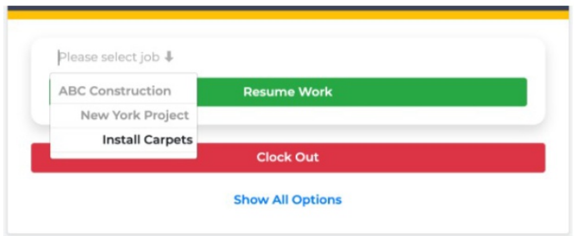
1. Tap the **Please select job** icon
2. Select the **Job** from the option dropdown list
3. Click the **Clock In** button.

## How to Take a Break




1. Select **Break Type** from the dropdown
2. Click the **Take a Break** button.

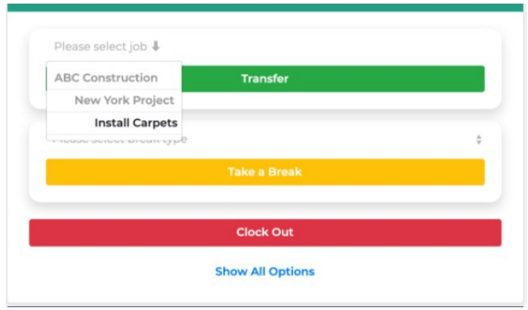
## How to Resume Work




**You may be required to select a job before resuming work.**

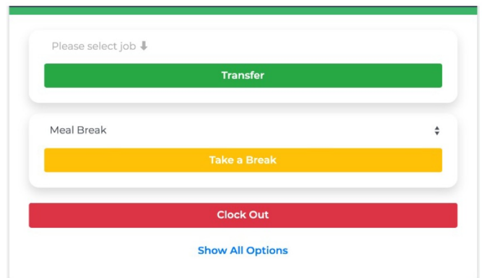
1. Click the "**Please Select Job**" dropdown
2. Select the job you would like to resume working on
3. Select the **Resume Work** button

## How to Transfer Job




1. Click the "**Please Select Job**" dropdown
2. Select the job you would like to transfer
3. Click the **Transfer** button.

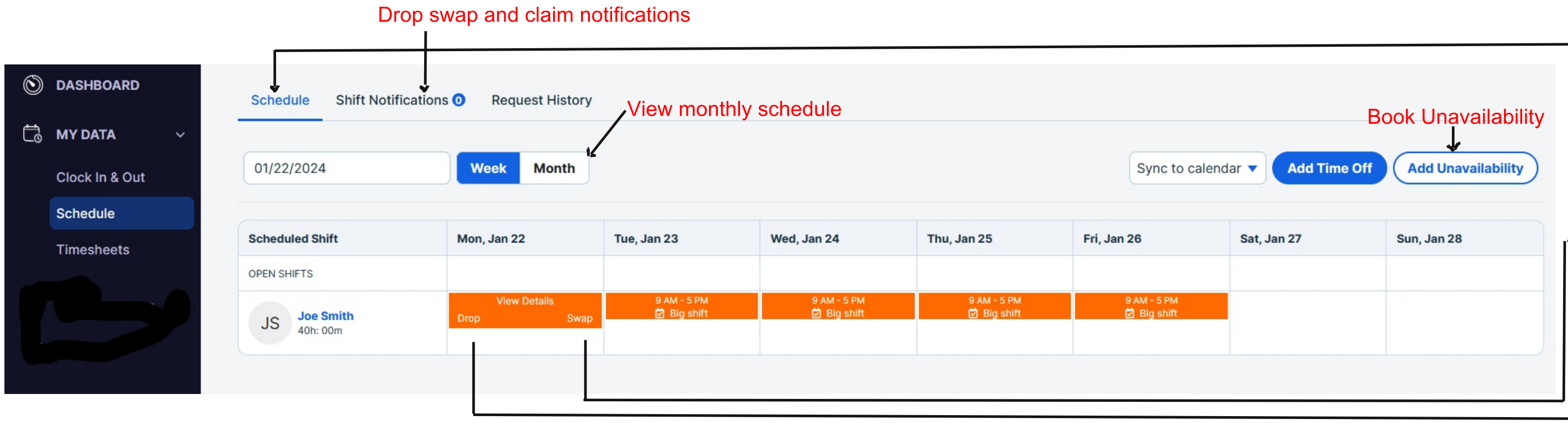
## How to Clock Out




Once the shift is over, click the **Clock Out** button.

# Time & Attendance

**Web**
**In/Out Time Entry**




## How to View Your Schedule

Click on the schedule option on the tab bar.

## How to Swap a Shift

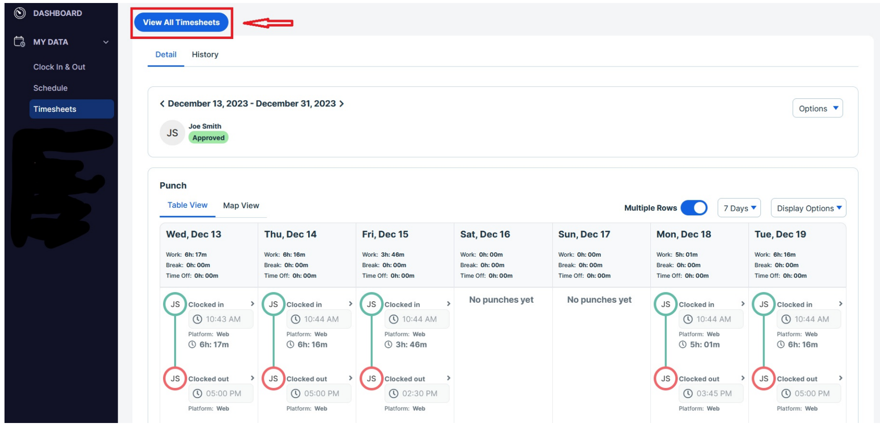
1. Hover over the schedule block that you want to **Swap**.

2. Click **Swap**.

3. Choose the date range to swap by inputting the start and end dates. Once populated, the employee names available for swapping will appear.

4. Choose the schedule you would like to swap with.

## How to View and Submit Timesheet



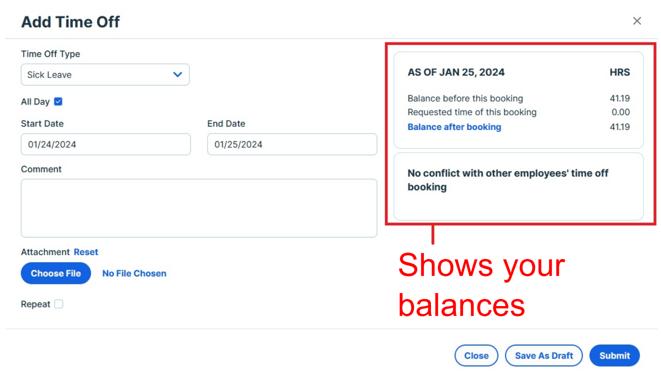

1. Click the **Timesheet** option on the main menu bar

2. To view all timesheets, click the **View All Timesheets** button

3. Scroll down to see the total number of hours

4. Click on the Submit button to submit the timesheet.

## How to Book Time Off




1. Click the **Time Off** option on the main menu bar.

2. Click the **Add Time Off** button.

3. Choose the type of time off you will be requesting from the **Time Off Type** drop down. The balance of the time off being requested will load on the right side of the window.

4. Fill out the **Start** and **End** Time with the time off request.

## How to Drop a Shift

1. Hover over the schedule block that you want to **Drop**.

2. Click **Drop**.

3. Select employees to take the shift you are dropping and click **Confirm**