



Clock In or Out (“Automatic” Method)

This procedure explains how to clock in or out using the Clock In and Out  icon on the Time and Leave Reporting page. Use this method to “punch in or out” quickly, as the system will calculate the clocked time for you (although you can manually enter time, too).

1. Log on to Employee Self-Service.
2. Click **Employee** on the Main Menu.
3. Click **Time Sheet** on the Employee Menu.
4. On the Time and Leave Reporting page, select the pay period and the correct position for which you want to Clock in or out in the **Pay Period and Status** field, then click **Time Sheet**.
5. Click Clock In and Out  icon in the **Clock In or Out** column to access the Clock In and Out page, which you can use to enter hours against the earning code for which you worked.
6. If you do not need to manually enter the time, click **Save**.

The system enters the *nearest* time with the appropriate 15-minute interval. For example, if the system time is 8:28 AM and the record is saved with no manual entry, the system enters 08:30 in this field and AM in the **AM/PM** field; if the system time is 4:48 PM and the record is saved with no manual entry, the system enters 05:00 in this field and PM in the **AM/PM** field.

7. If you want to clock in or out at a time different from the system time (for example, if you forgot to record your time for a previous day), perform the following steps.

- 7.1. Enter the desired time in the **System Time In** or **System Time Out** field, as appropriate, using HH:MM format.

You must enter the time in intervals of 15 minutes in HH:MM format, for example, 08:00, 10:15, 01:30, 05:45.

- 7.2. Enter a comment explaining why you manually changed the time.

- 7.3. Click **Save**.

8. Don’t submit timesheet for approval until the pay period is completed. If you accidentally submit your timesheet in error you can click the return button and it will be returned to you for correction.

Note:

If any day in the pay period is missing the clocked out time, you will not be able to submit your timesheet for approval. Use the **Correct Time Entry** link or click **Preview** to look for incomplete entries.

Clock In or Out (“Manual” Method)

This procedure explains how to clock in or out manually. Use this method to adjust previously clocked time.

Text links that are provided for manual entry of time include the following:

- **No Time Entry** specifies that time has not been recorded for a day that is prior to today's date.
- **Correct Time Entry** specifies that your time entry is not complete. For example, you might have clocked in but have not indicated when you left on that day.
- **Enter Hours** allows you to record time for earning codes in which manual time in and out recording is required. This method is typically used for non-regular work time, such as vacation or sick time.

1. Log on to Employee Self-Service.
2. Click **Employee** on the Main Menu.
3. Click **Time Sheet** on the Employee Menu.
4. On the Time and Leave Reporting page, select the pay period for which you want to clock in or out in the **Pay Period and Status** field, then click **Time Sheet**.
5. Click the text link for the date and earning type for which you want to enter or modify time.
6. On the Clock In and Out page, enter the desired time in the **Clock Time In** or **Clock Time Out** field, as appropriate, using HH:MM format.

(You must enter the time in intervals of 15 minutes in HH:MM format, for example, 08:00, 10:15, 01:30, 05:45).
7. Select *AM* or *PM* in the appropriate **AM/PM** field.
8. Enter a comment in the appropriate **Comment** field explaining why you manually entered or changed the time.
9. Click **Save**.

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