

- Clocking in through the self service – **only applies to those using this form of clocking in**
 - Go to Time Management and then Web TimeClock
 - You will see a live clock and will just clock in and out
 - In Day would be first and then Out Day when finished for the day
- Reviewing your Timecard
 - Go to Time Management and then Read Only Web Timesheet
 - From there you can review punches, hours, etc throughout pay period
- **Punch Change Requests – this is done on the timecard as well and needs to be done for corrections needed**
 - **If needing to have a missing punch added or a punch fixed/adjusted**
 - **Go to Time Management and then Read Only Timesheet**
 - **Either click on the ?? symbol showing a missing punch or click to request new punch , select the date, the time and what the punch is (In Day, Lunches, Out Day, etc), enter a reason, and add it – your manager will need to approve**
 - **You can also click on an existing punch and request the change or request it be deleted as well if you double punched or punched inaccurately**
 - **If you are using the mobile app the request new punch will be in the plus symbol**
- Accessing Approving check
 - You will see a notification for this and can also access under My Pay section
 - Click into check needed, if changes are needed communicate those, if not you can approve – approval not needed to be paid though
- Requesting Time Off
 - Go to the Request Time Off Section in the Time Off Request area
 - Click/select the day needed
 - System will default to full day off – you can change hours if needed
 - Select type of time off
 - Date will fill in – you can use second date if needing more than one in a row
 - You can enter a reason
 - Projected available balance will show and then click to request
 - You can also click into to modify or delete a time off request by clicking into existing request and then either making a change and hitting update or remove
 - Time off that is not vacation or sick will need to be communicated to your supervisor who is able to add the following earnings: (bereavement, jury duty, inclement weather, Covid-19 related)
 - **All time off request should be in and approved prior to the end of a pay period.** Any time off request not received prior to the end of the pay period should be forwarded to your supervisor.
- Changing Address/Contact Info
 - Go to the Information section and click into the option needed Make changes and click update
 - Always make sure to click update after changing any information
- Changing Tax Filing
 - Go to the Payroll section and then click on Tax Setup

- You can change federal or state status and number of allowances
- Check the box at the bottom and then click to sign. Either sign with your mouse/finger or select the type option to type your name, select a font, and have it make the signature for you
- Once you have checked the box and signed you can click Update at the bottom
- Changing Direct Deposit Info
 - Go into Direct Deposit under Payroll section
 - From there you can click Edit and then click into existing account to change
 - You can also select Add Account if needing to have more than one and it will allow you to indicate how much goes there each check

- Accessing Pay Stubs
 - Click on View Pay Stubs
 - Find the check date needed and click on view earnings statement to get something they can save or print as needed
 - Click on the Export to PDF option to change to a PDF that can be printed or saved
- Benefits Information
 - You can look up Current Benefits
 - You can edit dependents or beneficiaries
 - You can add or edit or can go into current plans and click on the little person icon to edit on specific plans for primary, secondary, and then percent options
 - You can add Qualifying Events for approval
 - The system will have you click to add and then indicate what the event is, date, notes, etc
 - You will do open enrollment in here as well