

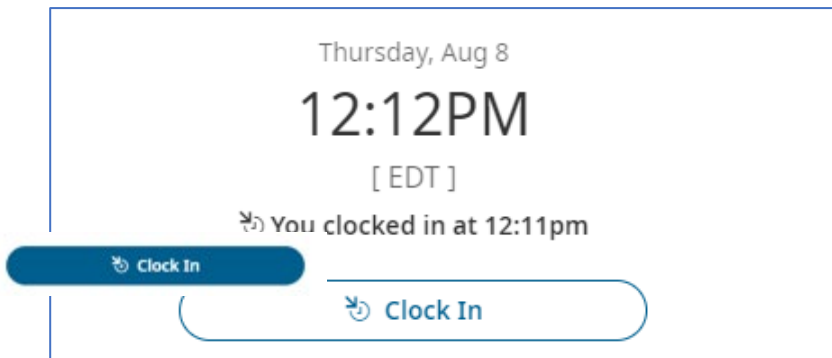
MyTime

Quick Guide: The Clock Widget

Overview: The Clock widget is located on the Dashboard *Home* tab and will be used by all employees who manage their hours within MyTime. The *Clock* widget provides information on current *Clock In* or *Out* times, timesheet status, punch errors, and options for transferring outside the primary job.

Employee Classifications	Use this Clock widget function
All student and wage.	Select the Clock In button when beginning work and the Clock Out for lunch and at the end of the working day. See the Quick Guide: <i>Wage and Student Time Entry</i> for more information.
Non-exempt classified and admin faculty	Select the Clock In when beginning work and Clock Out at the end of the working day. If extending or reducing the scheduled lunch period, Clock Out when leaving for lunch and Clock In when returning. (Lunch can be cancelled on the Time Entry tab)
All classifications when working outside the primary job	Select the Transfer button to clock in. Choose the appropriate job from the <i>Cost Center</i> dropdown for auto clock in. Use the Clock Out button for lunch and at the end of the working day.
All exempt positions	Select View my timesheet for manual adjustments such as working hours outside the scheduled hours, coding and lunch cancellations
All classifications	View my timesheet to view missing punches , Submit the timesheet for approval, or use the <i>Action Buttons</i> located on the timesheet.

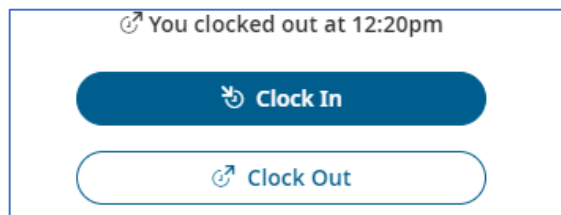
Clock In and Out for Non-exempt Student and Wage Employees



When working the primary job, use the *Clock In* button when beginning work or when you have clocked out for lunch and are returning to the same job.

Once clocked In, the face of the clock will verify the *Clock In* time and the *Clock In* button will turn from blue to white.

! MyTime will allow a duplicate *Clock In*.



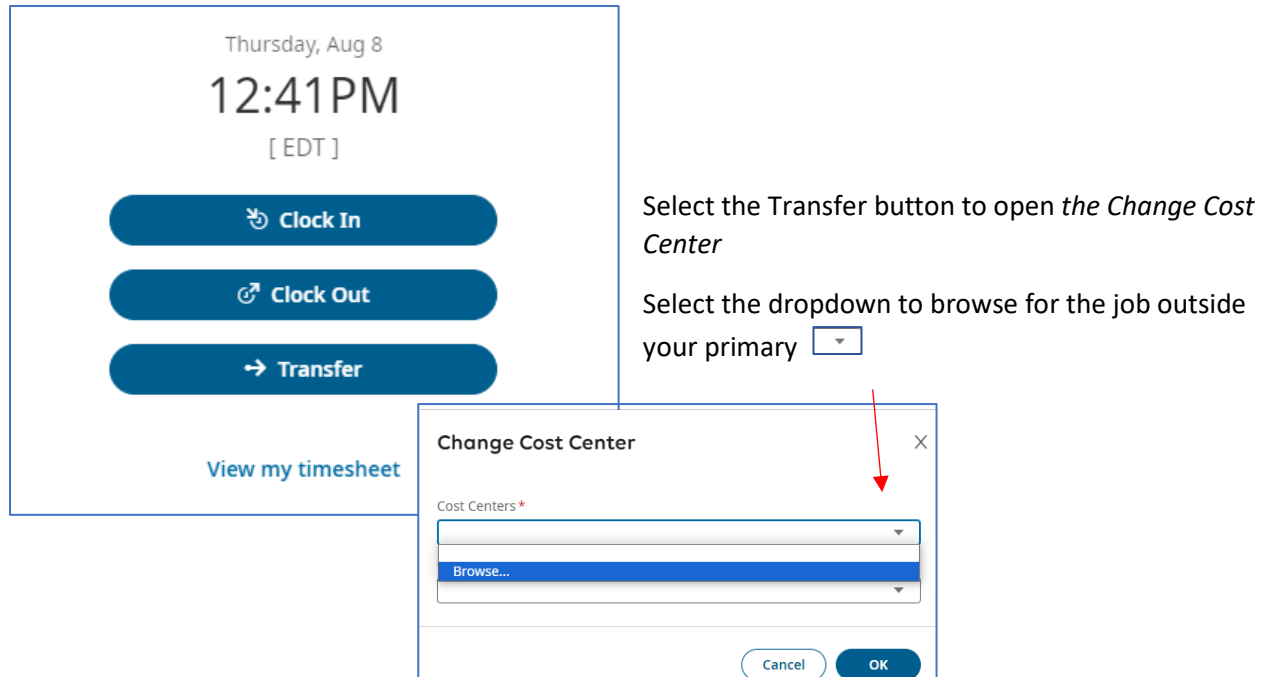
When ready to clock out for lunch or for the day, select the *Clock Out* button. The *Clock Out* button will change to white and the *Clock In* will revert back to blue. The *Clock out Time* will replace the *Clock In* time

! MyTime will allow a duplicate *Clock Out*.

View the *Quick Guide Student & Wage Time Entry* for specific instructions on managing time as a student and wage employee.

Transfer to Work Outside your Primary Job

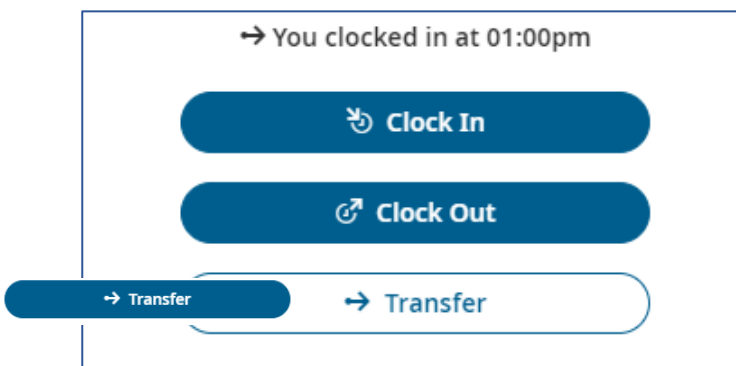
MyTime defaults the Clock In button to add working hours to the primary job. When working outside the primary job, select the *Transfer* button. The *Transfer* button is the same functionality as *Clock In*.



The screenshot shows the MyTime interface with the date Thursday, Aug 8 and time 12:41 PM [EDT]. There are three main buttons: Clock In, Clock Out, and Transfer. Below these is a link for 'View my timesheet'. To the right, text explains that the Transfer button opens the 'Change Cost Center' dialog. This dialog has a dropdown menu for 'Cost Centers *' with a 'Browse...' option highlighted. A red arrow points to the dropdown arrow. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

	Cost Full Name
<input type="radio"/>	B L S Program/Ana Chichester/FA0342-00/201008/1111-10110
<input checked="" type="radio"/>	Training and System Support/Vickie Chapman/000423-00/302516/1111-10620

Select your job from the list. Jobs are identified in the *Cost Full Name* field by department name followed by supervisor name. Close the box once selection is made. Select the OK button to record the clock in time.



The screenshot shows the MyTime interface after clocking in. At the top, it says '→ You clocked in at 01:00pm'. The Clock In button is now white, while the Clock Out and Transfer buttons remain blue. The Transfer button is shown in two positions, one overlapping the other, to illustrate its state.

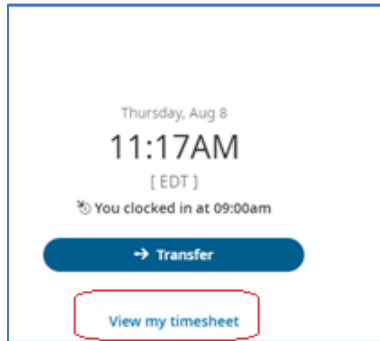
Once clocked In, the face of the clock will verify the *Clock In* time and the *Transfer* button will turn from blue to white

! MyTime will allow a duplicate *Transfer*.

Use the *Clock Out* button when leaving for lunch or at the end of the working day.

Use the *Transfer* when returning from lunch and need to clock back in.

View my Timesheet for Exempt Employees



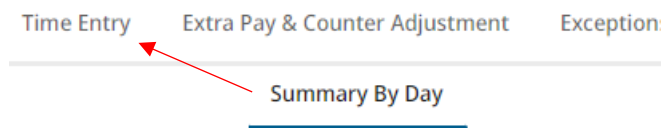
MyTime will automatically clocks employees *In* and *Out* according to the schedule posted on the timesheet.

Exempt employees with a scheduled period will select the *View my timesheet* for time entry changes or the cancel lunch option.


Select *View my timesheet*

For exempt employees, the timesheet default view is the *Summary By Day* tab

Select the *Time Entry* tab

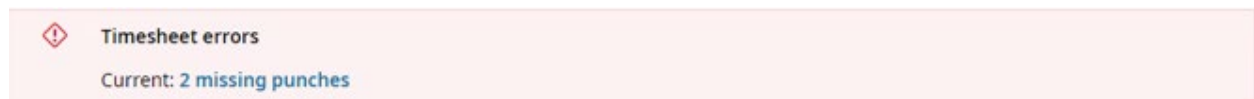


Make the appropriate adjustments within the timesheet

Select the *Save Action* button twice before exiting 

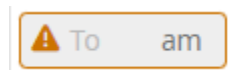
Missing Punches

MyTime will alert when a day's transactions are missing an *In* or *Out* punch.



Click on the link *2 missing punches* to see impacted dates or select *View my timesheet*

Missing punches are indicated by the orange outline around the missing punch



Those who can edit can make the correction manually.

Those who cannot edit the timesheet will need to enter a *Change Request*. Review the *Quick Guide Timesheet Change Requests* for direction.

