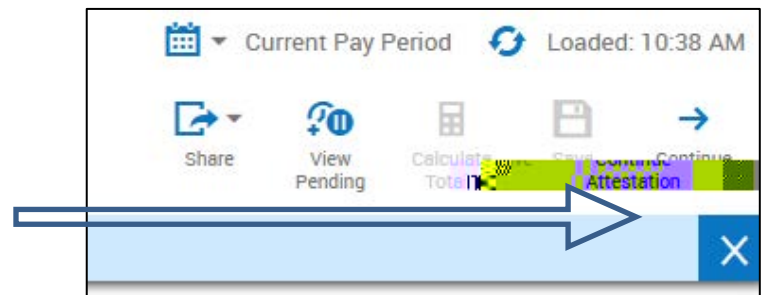
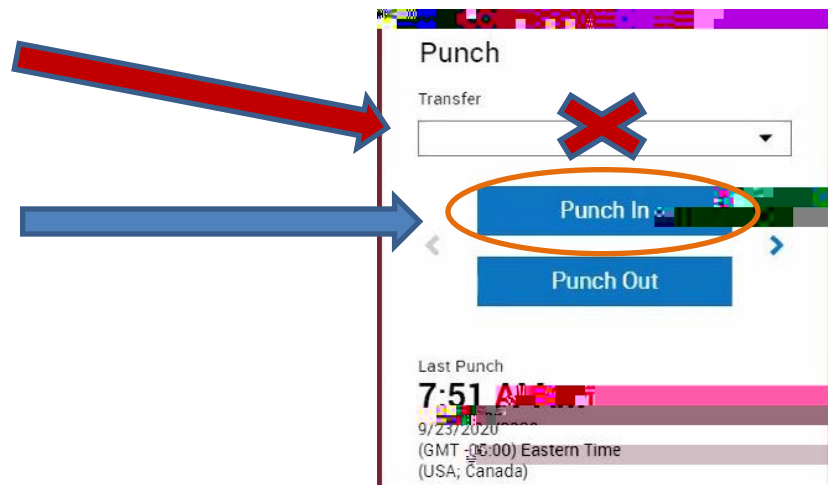




This explains how to your edi

y



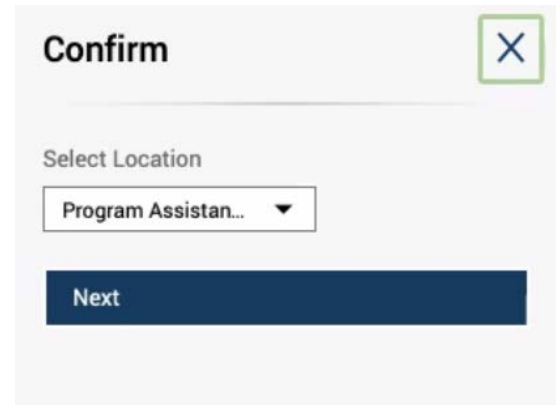
NOTE: You could have several sets of In and Out punches on your timecard on any given day, based on your schedule and the number of jobs you have, but each set of punches must have a transfer path coded on your timecard, that was captured by the Punch In process.



STEPS to Record your Punch In & Out time s:
(you will automatically be presented with the Transfer 'Confirm' process)

After clicking the Punch In button, a pop-up box will automatically appear, labeled Confirm.

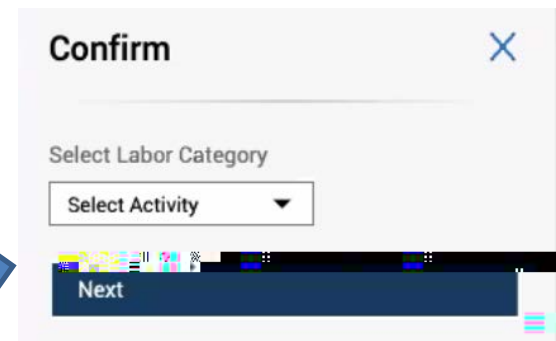
1. In the Select Location drop down, select the job location you will be working at, then click Next.



2. Under Select Labor Category drop down, review the list of the active jobs you currently have.

You **MUST choose one**, then click Next.

IF you don't see the job you are looking for please contact your supervisor for assistance.



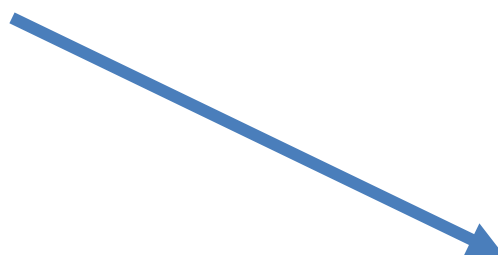
(**EXAMPLE** of an employee with 3 Activity's to select from)



Suggestion: If you don't know how to interpret each activity listed, please discuss with your supervisor and they can work with your BSC to improve the name of the activity(s) that are displayed in your list.

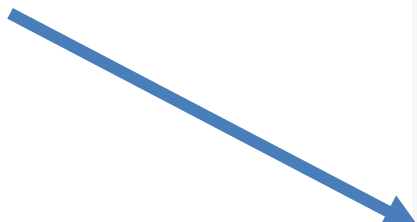


3. Once you have selected the correct Activity, click Next.



4. Finally, confirm the transfer information for the position you are about to Punch In for.

Choose "Yes" if correct or "Cancel Transaction" (to start over.)



5. The click Submit .



You should see a message displayed that the transaction is complete & you have successfully punched In for that position.







- x If you select NO and Submit , it will follow up with a new prompt asking why you missed your owed meal break.

In the drop -down menu are 3 options :

OPTION #1- Mutual agreement with supervisor to work through my meal break

OR

OPTION #2 – Worked through my meal break without supervisor approval

OR

OPTION #3 – Meal break was not provided

Make your selection, click Submit and your Out punch will post to your Timecard.

Your shift total on your timecard should be the amount of time worked between your IN & OUT punch without a meal break* deduction.

In addition, because the system recognizes you took a break –

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