How to Clock in using a Time Stamp & Job Transfers

Once you have logged in, you will be able to clock in at the Record Time Stamp. All employees should record accurate time worked each day; therefore, it is important to stamp your time when clocking into work and clock out when leaving. Once you have punched the time stamp key, the application will refresh and no further action is needed.

To Punch In and Out:

Click the button labeled **Record Time Stamp**. Your time will be posted to your timecard immediately for your supervisor to view. You do not need to indicate if your punch is an in-punch or out-punch. The system determines this for you.

To Record Punch for a Position/Approver using Transfers:

If you work in more than one area, your supervisor will have given you instructions to record your punch in and out for a position.

**Please make certain that you have a copy of your concurrent job position numbers.**

1. In the box labeled Transfers, click the **»**.

   **Transfers**

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2. If this is the first time you are using the Transfer option, you will need to click Search to set up the transfer. Select the correct job position for the transfer, then select . Your time and Transfer will be posted to your timecard immediately for your supervisor to view. The system knows whether you are punching in or out.

3. Once you have recorded your time, the system will return to the login page.

4. When you punch out for that position, you will not have to select the transfer. The system will know that you are punching out. Just click the button. If you are going to punch directly into your other position, you do not need to punch out of the position you just worked. You will need to transfer into the next position.

5. If your next punch is for the position that is considered your main position or primary account, you will have to select the transfer for the primary position and approver.