

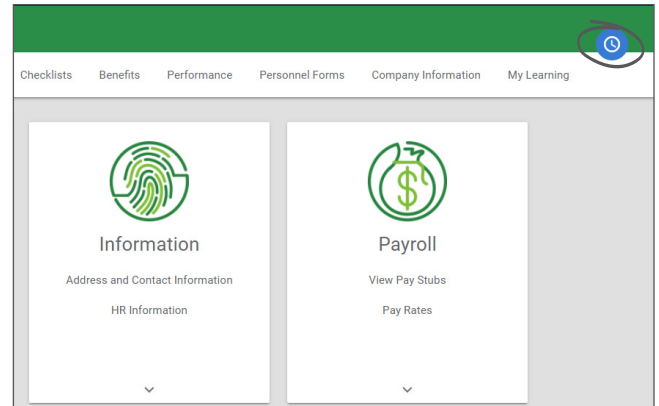
SHOW ME HOW

to Use Quick Punch on Desktop
Time and Attendance



STEP 1

After logging in to Employee Self-Service®, click the blue quick punch button.

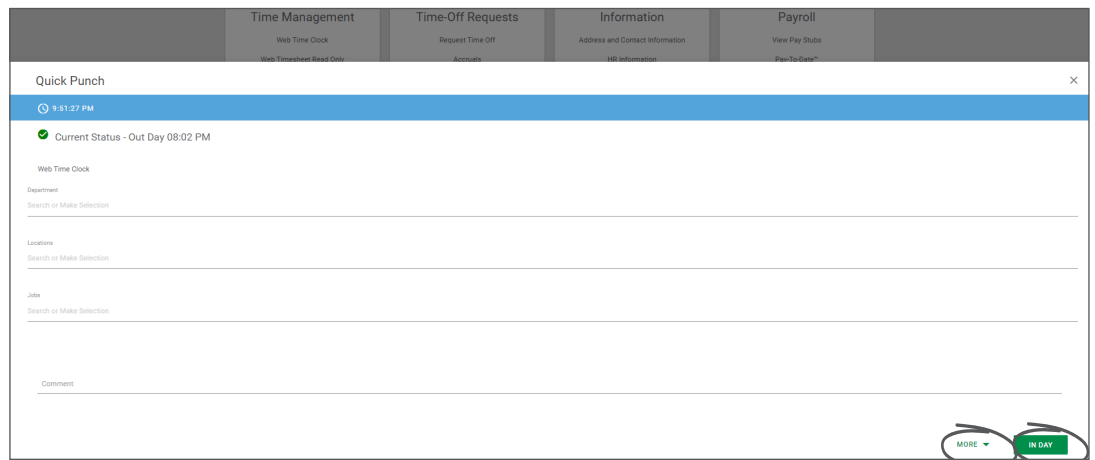


STEP 2

To clock in, click "IN DAY."

If you need to clock out, you'll click the appropriate option from the "More" drop-down menu, such as "OUT LUNCH."

If you need to allocate your time, make the appropriate selection(s) from the drop-down menu(s).



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

