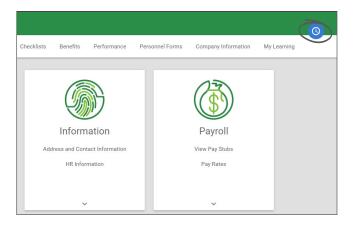
## SHOW ME HOW

## to Use Quick Punch on Desktop Time and Attendance

## **STEP 1**

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





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).

	Time Management	Time-Off Requests	Information	Payroll	
	Web Time Clock	Request Time Off	Address and Contact Information	View Pay Stubs	
	Web Timesheet Read Only	Accruais	HR Information	Pav-To-Date"	
Quick Punch					×
Current Status - Out Day 08:02 PM					
Web Time Clock					
Department					
Search or Make Selection					
Locations					
Search or Make Selection					
Jobs					
Search or Make Selection					
Comment					

## **EMPLOYEES**

