

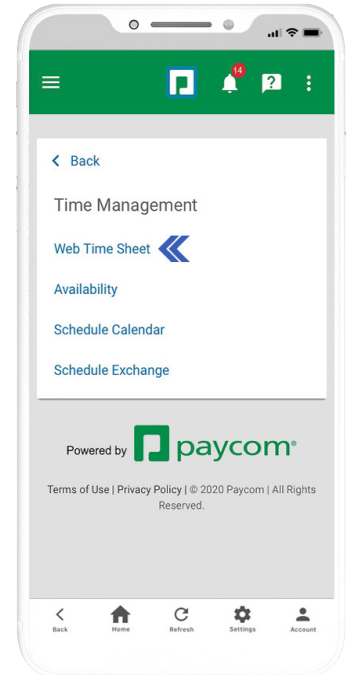
Show Me How

to Add Punches With Web Time Sheet

TIME AND ATTENDANCE

STEP 1

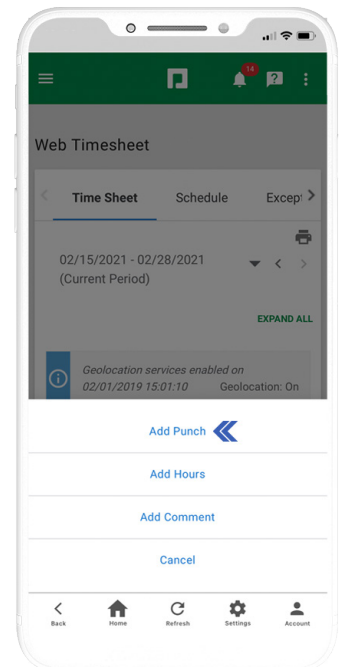
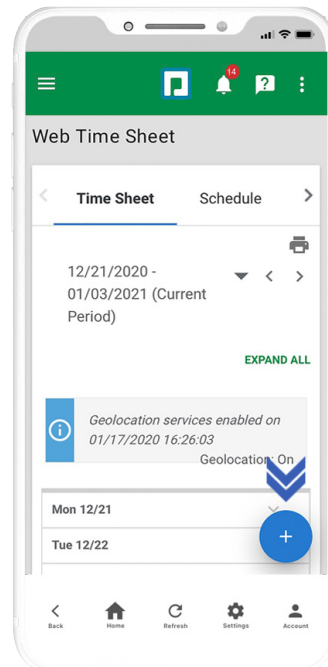
In Employee Self-Service®, navigate to Time Management > Web Time Sheet.



STEP 2

Tap the blue "+" sign icon. Then, tap "Add Punch."

Depending on your employer's preferences, you may see different options on your Web Time Sheet. For example, tap "Add Punch Pair" to add corresponding in/out punches.



EMPLOYEES

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



Show Me How

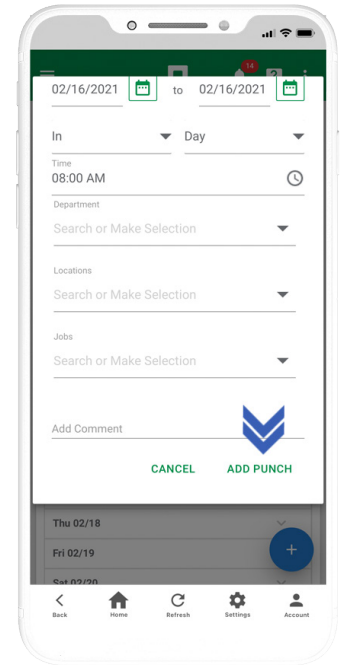
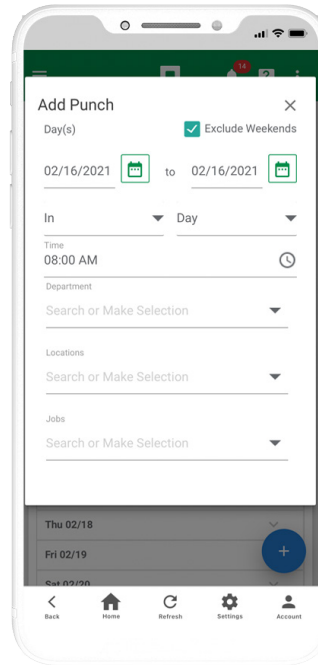
to Add Punches With Web Time Sheet

TIME AND ATTENDANCE

STEP 3

Enter punch details such as the date, punch type and time. Then, scroll down and tap “Add Punch.”

If you need to update your allocation, such as the Department, Location or Job, you can make the change in the drop-down menus.



EMPLOYEES

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