

## Clock In and Out From Your Desktop

There are typically two ways to click in or out from the application. This job aid provides guidance on both.

### Clock in from your login page

1. Open your company's login page from your web browser.
2. Enter your username and password.
3. Select **Punch In** or **Punch Out**.
4. Verify your punch was accepted using the confirmation message.

#### Note:

The labels on your buttons may be different from what is presented in this job aid.

The image contains two screenshots from a web application. The left screenshot is the 'Log In' page. It has a header 'Log In'. Below it is a username field containing 'alan.edwards' and a password field with masked characters. A yellow callout box with the number '2' points to the password field. Below the password field is a large blue button labeled 'LOGIN'. Underneath is an 'OR' separator. Below that are two buttons: 'PUNCH IN' with a clock icon and 'PUNCH OUT' with a clock icon and an arrow. A yellow callout box with the number '3' points to the 'PUNCH IN' button. Below these is a button labeled 'CHANGE COST CENTERS' with a right-pointing arrow. At the bottom is a link 'Forgot your password?'. The right screenshot is the 'Change Cost Center' page. It shows a tree view of cost centers. The root is 'Cost Center', which has two children: 'Columbia' and 'Kirkville'. 'Kirkville' is expanded, showing its sub-items: 'Checkout', 'Cashier', 'Front of Store Manager', and 'Returns and Exchange Specialist'. A yellow callout box with the number '7' points to the 'Cashier' item. Other cost centers listed include 'Curbside Pickup', 'Operations', 'Replenishment', 'Salesfloor', 'Stockroom', and 'Macon'.

### Change cost centers from login page

Your company may require you to indicate when you are changing your work location, department, or job.

5. From the company login page, enter your username and password.
6. Select **Change Cost Center**. The company cost center tree displays.
7. Use the + and – icons to locate and select your desired cost center.

## Clock in from your timesheet

Navigation: **My Info > My Time > Timesheet > Current Timesheet**

1. Select **Clock In** or **Clock Out**.
2. Verify your punch was accepted using the confirmation message.

MY TIME

← Timesheet Edit

SAVE SUBMIT CHANGE REQUEST

CLOCK IN CLOCK OUT → CHANGE COST CENTER

February 08, 2021 - February 21, 2021 Open

Time Entry Calc Detail Calc Summary Counters Summary By Day

✓ You clocked in at 07:11am

Date, From	To	Raw Total	Calc. Total	In Date	Cost Center	N
MON Feb 8		9.25	8.75			+
e 07:15 am	e 04:30 pm	9.25	8.75	MON Feb 8	Kirksville/Replenishmen/Ti	...

## Change cost centers from your timesheet

3. From the timesheet, select **Change Cost Center**.
4. In the Change Cost Center window, select **Select From List**.
5. Select **Browse** and choose the desired cost center.
6. Select **OK**.
7. Verify your punch was accepted using the confirmation message.

Change Cost Center

Cost Center \*

Select From List Choose...

CANCEL OK

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