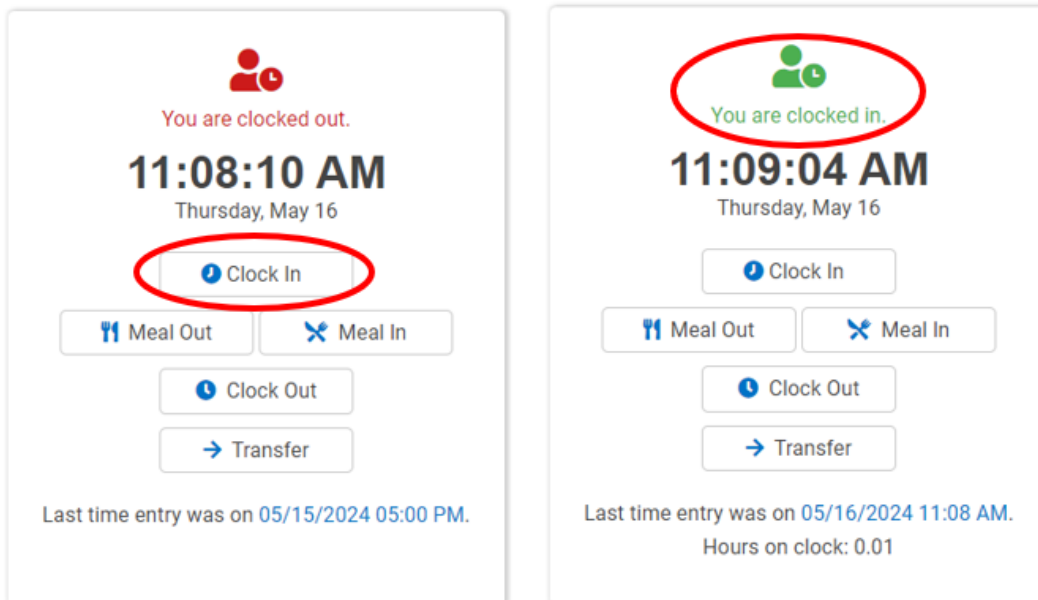




Employee Portal Clock

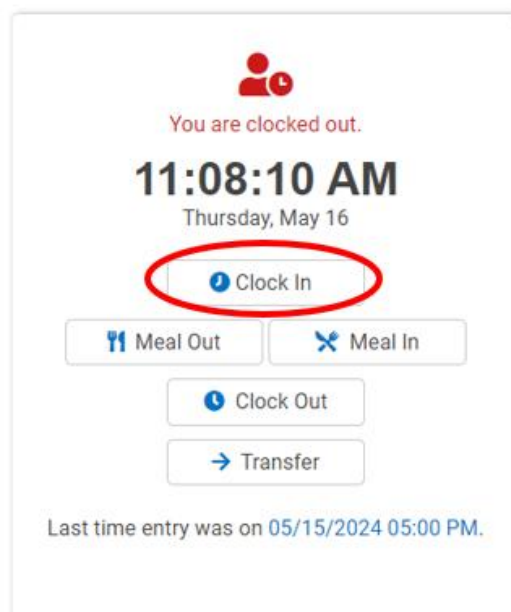
1. Clocking In

- Navigate to the Employee Portal and log in. Scroll down to the time clock widget on the Dashboard and click Clock In. The icon on the widget will now turn green and state “You are clocked in.”

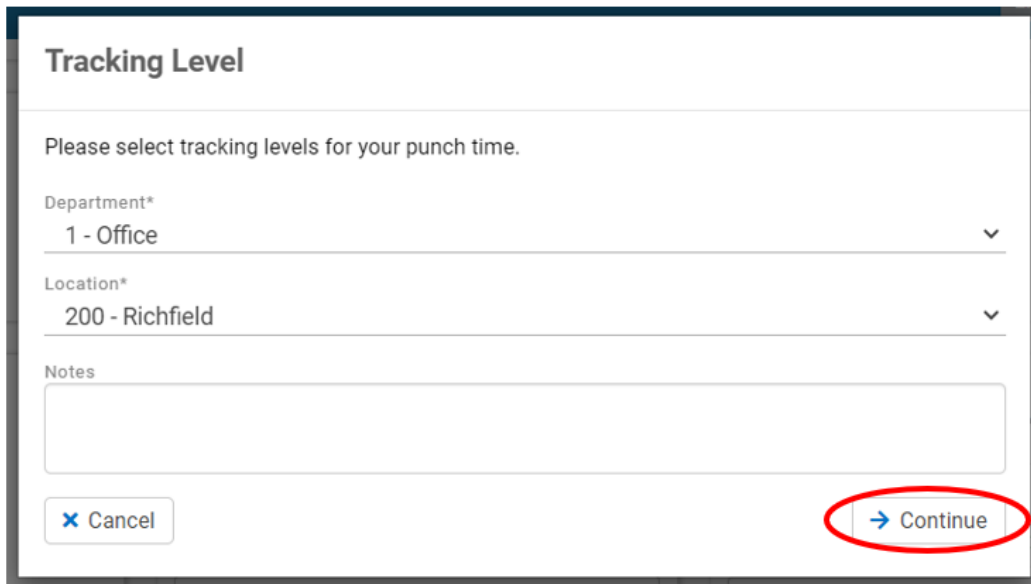


2. Clocking In with Tracking Levels (if applicable)

- Navigate to the Employee Portal and log in. Scroll down to the time clock widget on the Dashboard and click Clock In.



- Select tracking levels required and click Continue.



Tracking Level

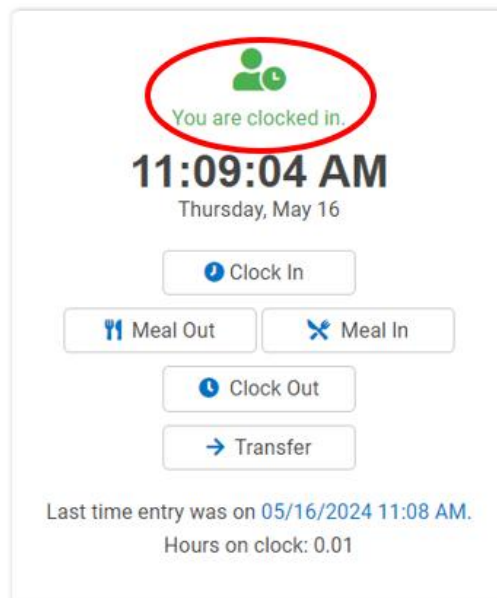
Please select tracking levels for your punch time.


Department*
1 - Office

Location*
200 - Richfield

Notes

- The icon on the widget will now turn green and state “You are clocked in.”



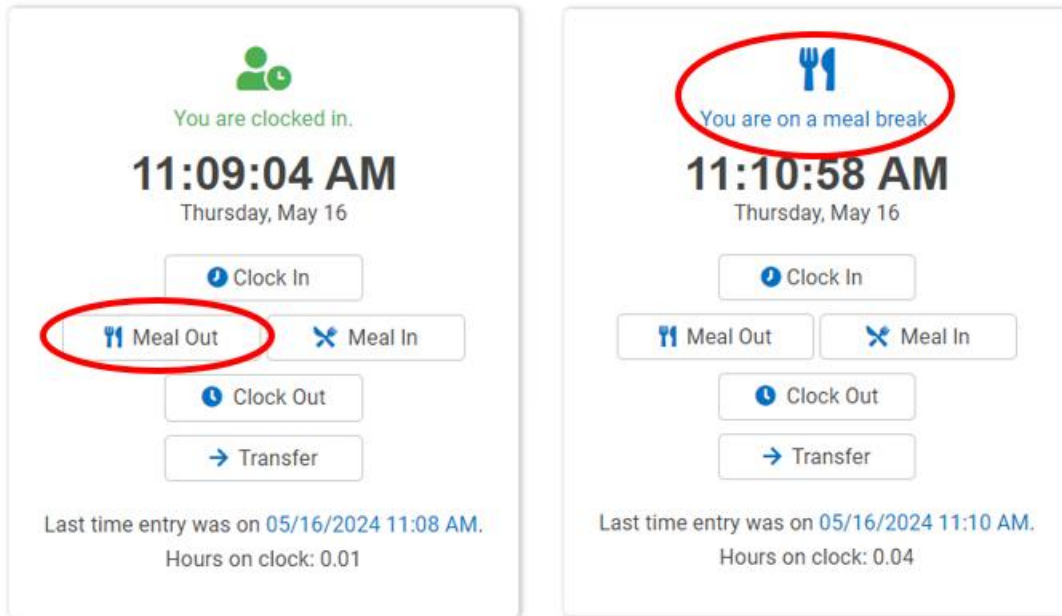
 You are clocked in.

11:09:04 AM
Thursday, May 16

Last time entry was on 05/16/2024 11:08 AM.
Hours on clock: 0.01

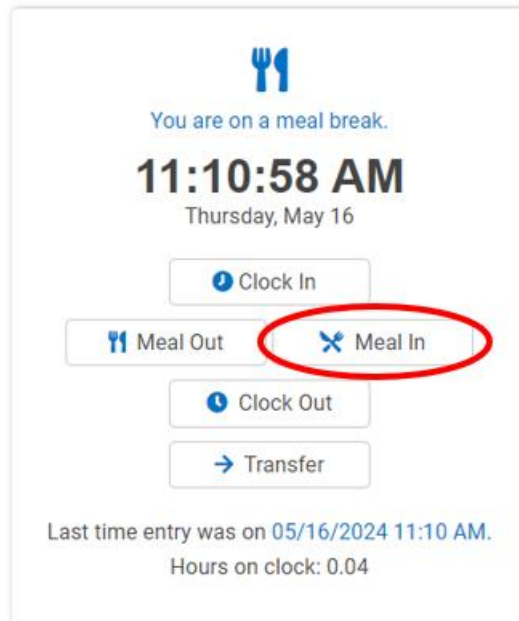
3. Leave On Meal

- Select the Meal Out button. The icon will now display as a meal and state “You are on a meal break.”



4. Return From Meal

- Click the Meal In button.



- Select any tracking levels if applicable and click Continue.

Tracking Level


Please select tracking levels for your punch time.

Department*
1 - Office

Location*
200 - Richfield

Notes

- The icon will again turn green and state “You are clocked in.”

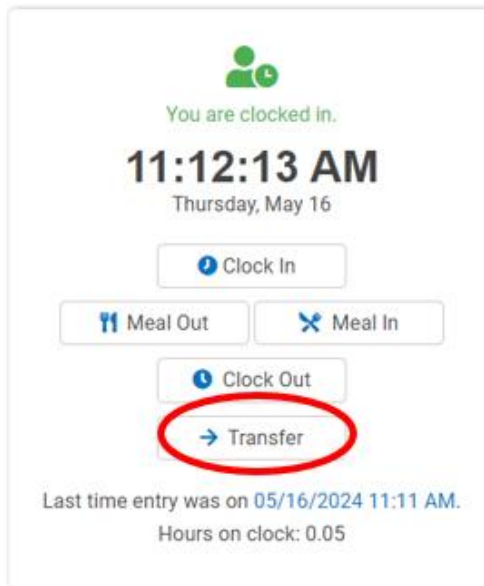
 You are clocked in.

11:12:13 AM
Thursday, May 16

Last time entry was on 05/16/2024 11:11 AM.
Hours on clock: 0.05

5. Changing Tracking Levels(if applicable)

- Click the Transfer button.



- Select the required tracking levels, then click Continue.

Tracking Level

Please select tracking levels for your punch time.

Department*
2 - Field

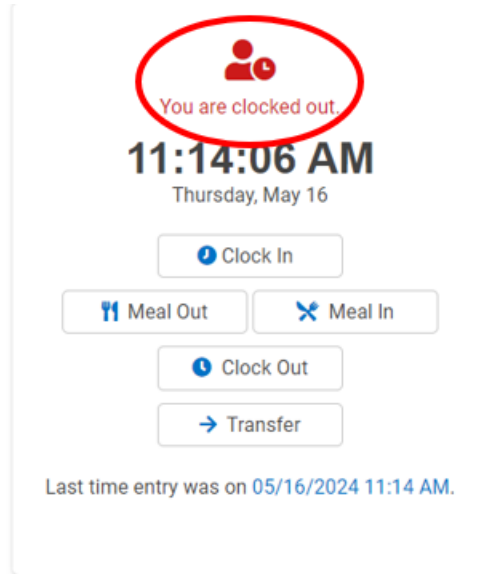
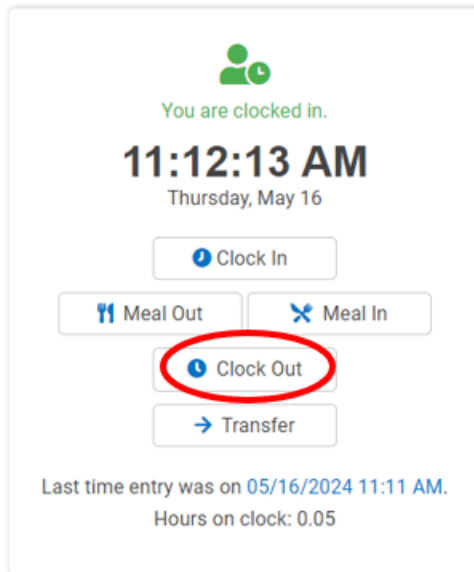
Location*
100 - Columbus

Notes

Cancel Continue

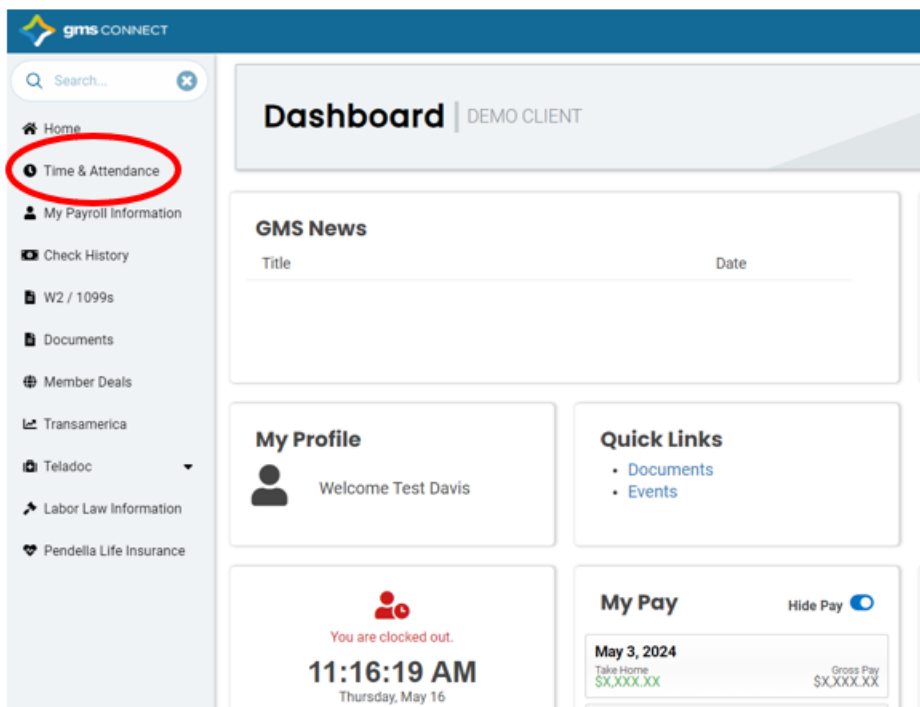
6. Clocking Out

- Click the Clock Out button. The icon will now display in red and state “You are clocked out.”



7. Viewing Hours

- Click on the Time & Attendance tab on the left side of the screen, then click on the Time Card tab.



Time & Attendance > Time Card

Time Clock **Time Card**

Print

All times are shown in: Eastern Standard Time Status: **Finalled** Current Period < 05/12/2024 - 05/18/2024 > Search

Date	Start	End	Reg	OT1	OT2	Other Pay	Other Hours	Total Hours	Other Amount	Unpaid	Shift Diff	Units	EE Notes	ER Notes	Daily Notes
05/12/2024 - Sun															
05/13/2024 - Mon															
	08:00 AM	10:00 AM	2.0000					2.0000							
	10:30 AM	01:00 PM	2.5000					2.5000							
05/14/2024 - Tue															
	08:00 AM	01:30 PM	5.5000					5.5000							
05/15/2024 - Wed															
	01:17 PM	01:21 PM	0.0608					0.0608							
	01:23 PM	01:25 PM	0.0358					0.0358							
	01:28 PM	01:30 PM	0.0417					0.0417							
	01:30 PM	01:32 PM	0.0303					0.0303							
05/16/2024 - Thu															
05/17/2024 - Fri															
05/18/2024 - Sat															
Totals			10.1686					10.1686							

8. Viewing Schedules(if applicable)

- Click the Shift Scheduler tab on the left side of the screen to view your schedule.

gms CONNECT

Select Language EXIT C9

98 9998 Demo Client Tmoore11

Search...

Home

Shift Scheduler

My Payroll Information

Check History

Year To Date

W2 / 1099s

Manage > Shift Scheduler

May 2024

PRINT

Default Time Zone

Week

< TODAY >

	19 Sun May 2024	20 Mon May 2024	21 Tue May 2024	22 Wed May 2024	23 Thu May 2024	24 Fri May 2024	25 Sat May 2024
		👤 1 🕒 9	👤 1 🕒 9	👤 1 🕒 9	👤 1 🕒 9	👤 1 🕒 9	
15-Bottom, Red T		8a-5p 8:00 AM - 5:00 PM EST	8a-5p 8:00 AM - 5:00 PM EST	8a-5p 8:00 AM - 5:00 PM EST	8a-5p 8:00 AM - 5:00 PM EST	8a-5p 8:00 AM - 5:00 PM EST	