

Punch Time Entry

1) There are 2 different types of Time Entry access.

- a. If you have been given "ESS_BUTTON" access, you will not be allowed to enter the date or time of the Punch. This type of access assigns the "system date and time" to the punch.



- b. If you have been given "ESS" access, you will be required to enter the date and time of the Punch.



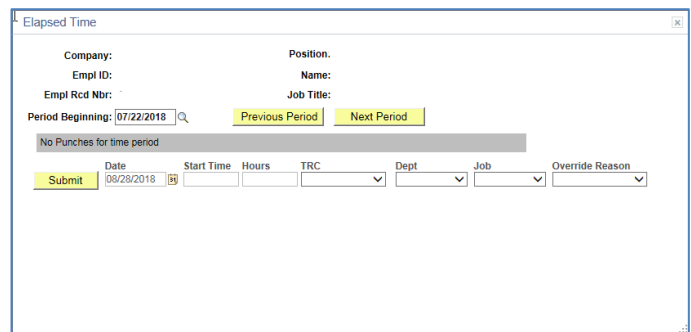
- i. **Date** is entered in MMDDYY format (you do need to include the /'s). You can select a date from the calendar
- ii. **Time** is entered in Military format (HHMM)

- 2) Click the down arrow and select a **Type: IN; OUT; Meal; XFR** (Transfer/Change)
- 3) Click the down arrow to select a **Pay Code** (If other than regular)
- 4) Click the down arrow to select a **Addl Pay Code** (If applicable)
- 5) Click the down arrow to select a **Department** (If charging to a non-home dept)
- 6) Click the down arrow to select a **Job Code** (If working a concurrent job)
- 7) Click the down arrow to select a **OvrRide Rsn** (if applicable)
- 8) Click the **Submit** to Save
- 9) If you need to **Delete** a punch click the [Delete](#)
- 10) If you need to **Update** a punch click the [Edit](#) then [Save](#)

Please Note: You will only be able to delete and/or update a transaction that you originally added. If a transaction originated at the clock or was added/updated by your leader, you will not be able to update or delete it.

Elapsed Time

(Non Productive Time)



- 1) Enter **Date** in MMDDYY format or you can click on the calendar and select a date.
- 2) Enter the **StartTime** in Military format (HHMM)
- 3) Enter the number of hours
 - a. **8 = 8 hours**
 - b. **8.25 = 8 hours and 15 minutes**
 - c. **8.5 = 8 hours and 30 minutes**
- 4) Click the down arrow to select a **Pay Code**
- 5) Click on the down arrow to select a **Department** (If charging to a non-home dept)
- 6) Click on the down arrow to select a **Job Code** (If working a concurrent job)
- 7) Click the down arrow to select a **OvrRide Rsn** (if applicable)
- 8) Click the **Submit** to Save
- 9) If you need to **Delete** a punch click the [Delete](#)
- 10) If you need to **Update** a punch click the [Edit](#) then [Save](#)

Please Note: You will only be able to delete and/or update a transaction that you originally added. If a transaction originated at the clock or was added/updated by your leader, you will not be able to update or delete it.