

## Employee Timekeeping

1. Log into My Employer on the Go
2. On the right side of the home page, you will see the Time Clock. Here you can clock in and out as well as take breaks and lunch. When clocking in, make sure you have the correct location selected (and department and job if applicable).

**Time Clock**

**Tue, February 27, 2018**


**2:59:40 PM**


**You are Clocked In**


Location\*:


Dept\*:

Job#:

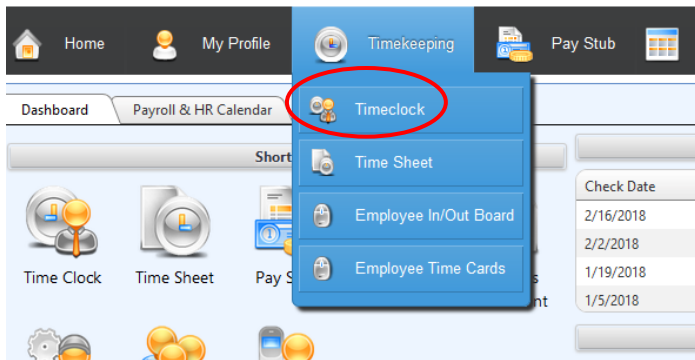
  
 Clock In

  
 Clock Out

  
 Break

  
 Lunch

3. If you go to the "Timekeeping" tab and select "Timeclock," you can perform the same actions. Remember to click "Submit" once all the required information is entered.



3:06:56 PM

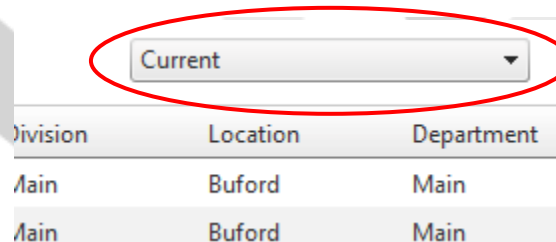
Time Clock Action	Previous Action
Action*: <input type="text" value="--Select--"/>	Date/Time: 2/27/2018 9:06:42 AM
Division*: <input type="text" value="Main (00000001)"/>	Action: Clock Time (001)
Location*: <input type="text" value="Buford (00000002)"/>	Division: Main (00000001)
Department*: <input type="text" value="Main (00000001)"/>	Location: Buford (00000002)
Job Number: <input type="text" value="--Select--"/>	Department: Main (00000001)
	Job Number: None

4. Now go to "Time Sheet" under the "Timekeeping" tab.

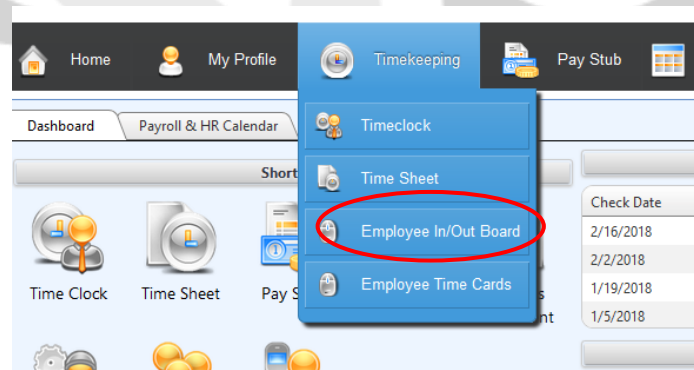


- Here, you can view a record of all your hour logs. You view previous dates by selecting the pay period under the drop-down menu at the top right of the page.

Earning Code	In Date	In Time	Out Date	Out Time	Gross Hours	Division	Location	Department
Clock Time	2/27/2018	09:06				Main	Buford	Main
Clock Out			2/23/2018	14:16		Main	Buford	Main
Clock Time	2/23/2018	08:56				Main	Buford	Main



- Next, select "Employee In/Out Board" under the "Timekeeping" tab.



- On this page, you can view a timekeeping table of all employees (this option can be changed based on the employer's request). You can view previous days by selecting the date at the top of the menu.

Date	2/27/2018	Division	- All -	
lame	JobTitle	In	Break	L

