



# Clocking In and Out

Your timesheet and the home screen allow you to record the start and stop times of your work day. Your organization may require you to “clock in” and “clock out” at the beginning and end of each day as well as for meals and other breaks to ensure that you are paid accurately for time worked.

## Clocking in and out from your timesheet

- 1 Click **Show Menu**, click the **My Info** tab, and navigate to **My Time > Timesheet > Timesheet**.
- 2 If you allocate your time to different departments or jobs, you may need to clock into a cost center other than your default cost center. Click **Change Cost Center**.  
**NOTE:** This button may be worded differently depending on your company’s preferences.
- 3 Choose the applicable cost center/department.
- 4 If you are using your default department to clock in, click **Clock In**. Your punch is saved automatically.
- 5 In the **From** field in your timesheet, confirm the in-punch is recorded.
- 6 To clock out, click **Clock Out**. Your punch is saved automatically.
- 7 A confirmation message appears when you clock in/out or change cost centers.

**Did you know?**  
Your organization may have rules for when you can clock in and out. Be sure that you are aware of these rules when recording your time.

## Clocking in and out from your home screen

- 1 Click **Show Menu**, then click the **Home** option (found at the bottom of the menu).
- 2 If you allocate your time to different departments or jobs, you may need to clock into a cost center other than your default cost center. Click **Change Cost Center**.  
**NOTE:** This button may be worded differently depending on your company's preferences.
- 3 Choose the applicable cost center/department from the **Cost Centers** drop-down menu, then click **Save**.
- 4 If you are using your default department to clock in, click **Clock In**. Your punch is saved automatically.
- 5 Click **View Timesheet** and confirm in the **From** field the in-punch is recorded.
- 6 To clock out, click **Clock Out**. Your punch is saved automatically.
- 7 Different confirmation messages appear when you clock in/out or change cost centers.

