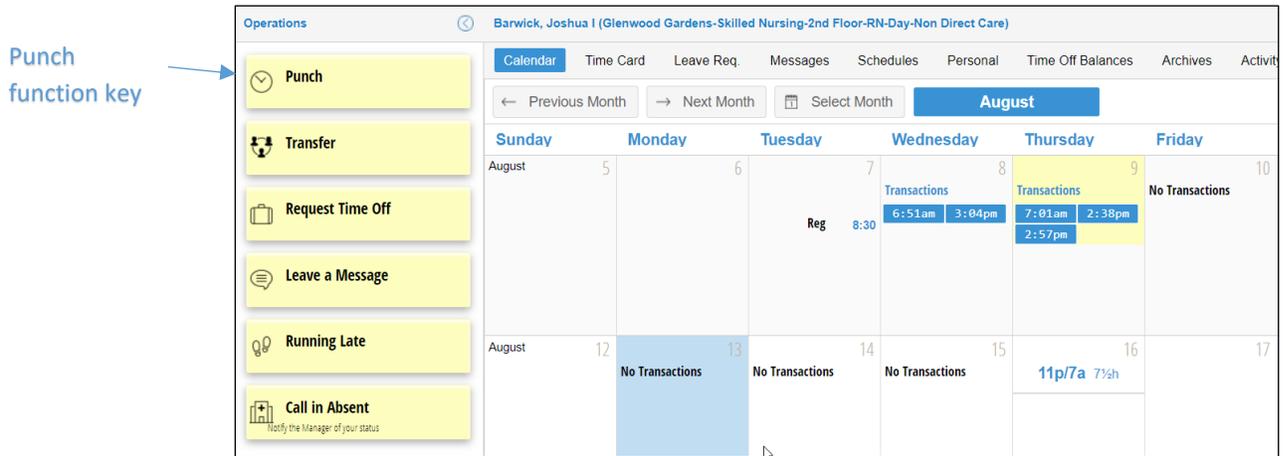


ESS: Punching In and Out

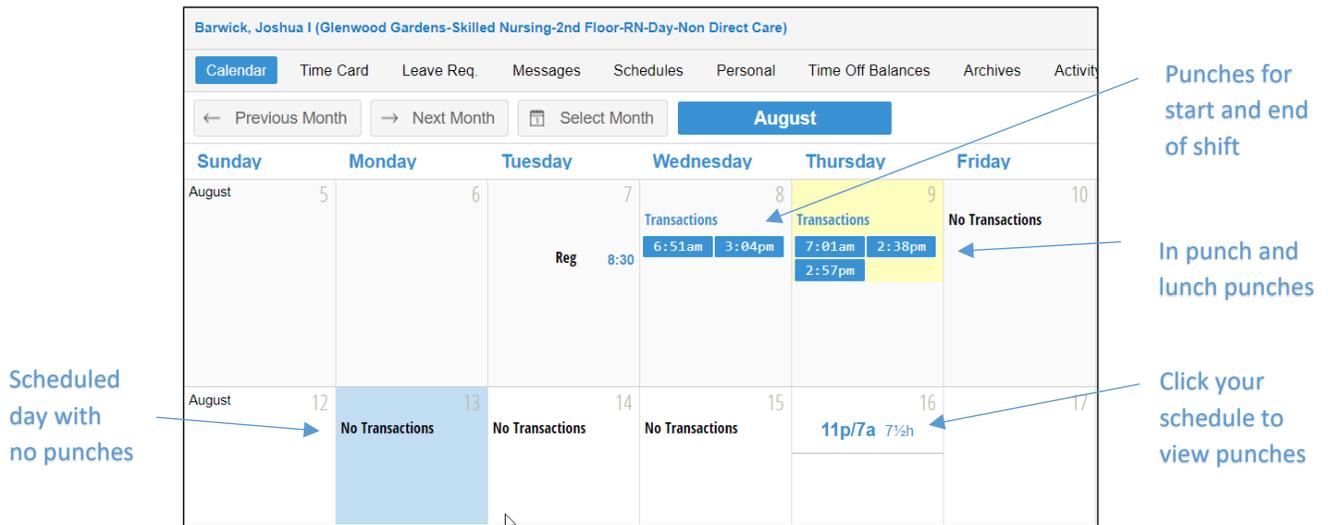
Job Aid

How to Punch In/Out in Employee Self Service

Click the Punch function key when you arrive and leave to track your work time.



Your system may be configured to display punch times in your Calendar page. Additional punches for lunch and breaks will also appear.



You can always view your punches in the Transactions tab of your time card.

| Date | In | Out | Amount | Schedule | Exceptions |
|----------|------|-------|--------|------------|------------|
| 07/29/18 | | | 8:00 | Vacation | |
| 07/30/18 | | | 8:00 | FMLA Vac | |
| 07/31/18 | | | | | |
| 08/01/18 | 6:55 | 15:07 | 7:30 | 7:00/15:00 | |
| 08/02/18 | 6:51 | 15:02 | 7:45 | 7:00/15:00 | |

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