ESS: Punching In and Out

How to Punch In/Out in Employee Self Service

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

	Operations 🔇 Barwick, Joshua I (Glenwood Gardens-Skilled Nursing-2nd Floor-RN-Day-Non Direct Care)						
Punch	Punch	Calendar Time	Card Leave Req.	Messages Sch	edules Personal	Time Off Balances	Archives Activity
function key		← Previous Month → Next Month					
	Transfer	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		August 5	6	7	8	9	10
	Request Time Off				Transactions 6:51am 3:04pm	Transactions 7:01am 2:38pm	No Transactions
				Reg 8:30		2:57pm	
	Leave a Message						
	စ္စစ္ Running Late	August 12		14	15	16	17
			No Transactions	No Transactions	No Transactions	11p/7a 7½h	
	Call in Absent						
	Notify the Manager of your status			N			

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.

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