



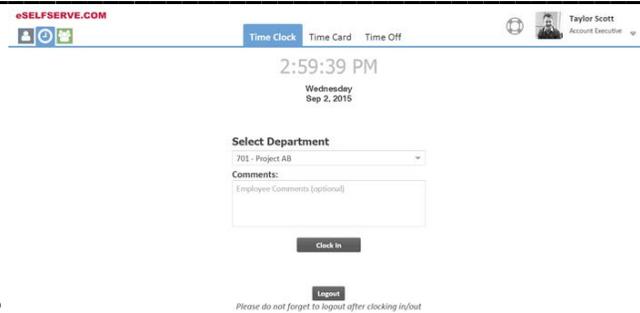
Eselfserve Time Clock Procedures

The eSELFserve Time Clock allows employees to log in to their eSELFserve.COM accounts and clock in and out.

eSELFserve.COM



← 1. Choose blue clock mode



2. Time clock tab-->

(see top center of screen for tabs)

*If an employee misses a punch in or out, the time card will indicate that as shown below. Only the supervisor can edit missed punches. It is the employees responsibility to inform their supervisor of the error. Any error not reported could result in the employee being unpaid for that shift.

Day	Date	Time	Status
Wednesday	Jun 15, 2016	Vacation	16.00
		Add Units/Hours	16.00
		Total	16.00
Thursday	Jun 16, 2016	In	08:00 AM
		Out	05:00 PM
		Regular	9.00
		Total	9.00
Friday	Jun 17, 2016	In	11:42 AM
		Out	No Punch

← 3. Time card tab

THINGS TO KNOW:

- Employees cannot add/edit their time.
- Employees will need to review their timecards for errors and report to Supervisor for editing.
- Clocking in and out will only be accessible via specified computers unless granted mobile capabilities which will be determined by your Supervisor and Payroll Administrator.