**ESelfserve Time Clock Procedures**

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

1. **Choose blue clock mode**

   ![Image](image.png)

2. **Time clock tab**

   (see top center of screen for tabs)

3. **Time card tab**

   ![Image](image.png)

**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.