

Time Tracking: Checking In and Out – incl. Holiday Closing and Emergency Closing



All instructions in this job aid start from the Time worklet



Time

Checking In and Out

Check In:

1. In the Time Clock area, click **Check In**

In the **Time Type** field, select **Worked Time** or choose another selection:

<input checked="" type="radio"/> Worked Time	Working your normal assignment
<input type="radio"/> On Call	If you are an on call employee responding to a call
<input type="radio"/> Holiday College Closing	If you are working on a college closed holiday (i.e. spring break, Thanksgiving, etc.)
<input type="radio"/> Emergency College Closing	If you are working while the college is closed during an emergency (i.e. hurricane)

Note: For College Closing, each Check In must be under one of the College Closing codes in order for the system to generate the correct earnings.

2. If needed, enter **Comment**
3. Click **OK > Done**

Check Out:

1. In the Time Clock area, click **Check Out**
2. Select a **Reason**
3. If needed, enter **Comment**
4. Click **OK > Done**

Check In again after Check Out:

1. Select this box if you are continuing to Check In from On Call, Holiday College Closing, or Emergency College Closing Time Type OR select the College Closing Time Type again.

Use default values from previous check-in

Note: Your clock time will round overnight using 7 minutes to round up or down.

7 min rounding

Check In/Out Time:	Overnight, rounds to:
:53 – :07	:00
:08 – :22	:15
:23 – :37	:30
:38 – :52	:45



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REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
9/22/17	Initial release	Cindy Franklin
9/26/17	ERP Team Approved	ERP Team
11/6/17	Changed wording from Clocking In to Checking In	ERP Team
11/17/17	Added table under step 2	ERP Team
11/30/17	Added Position field	ERP Team
1/3/2018	Added 7min rounding	ERP Team
3/16/18	Changed worklet	Laura Feldman
4/12/18	Deleted Submitting Your Time section and created a separate job aid. Also added the check box of, "Use default values..." option.	Cindy Franklin