**Approve Timecard**
1. Select Previous Pay Period (or Current Pay Period if approving on Wednesday)
2. Review timecard using the blue arrow keys
3. Select Approve and then press Enter

**Call - In**
* After choosing the function, the ext screen will read DEVICE WORK RULE and will have the number "1" already entered in the box
1. Press Enter
2. Swipe ID badge or input your 7 - digit ID and press Enter

**Missed Punctures**
Enter missed punches and submit for supervisor approval.
1. Select Approve Timecard.
2. Swipe ID badge or enter your 7 - digit ID and press Enter.
3. Select Time Review
4. Scroll up/down to find the Missing Punch you wish to correct and select by pressing Enter.
5. Current Punches are displayed first.
6. Enter Missed Punch in military time. For Example if missed punch is 6:00 AM, enter 0600. If missed punch is at 3:30 PM, enter 1530.
7. DO NOT change date field. Leave this box unedited by pressing Enter.
8. Once you are done, double check that your entry is correct and select SUBMIT, then press Enter.
9. An email will be sent to your supervisor notifying him/her of your requested punch.
10. Check message to see approval from your supervisor.

**Requesting Time off**
In the series of blank boxes that appear,
1. **LEAVE TYPE**: Input the number code of the type you are requesting:
   - 100 for Vacation
   - 200 for Sick Self
   - 201 for Sick Family
   (Students and Resource Employees only have access to Sick Plans)
2. **FROM DATE**: Input the first date of your absence in the MM.DD.YYYY format. You must include the period (.) between the month, day, and year. Ex: January 1, 2017 = 01.01.2017. Press Enter.
3. **TO DATE**: Input the last day you will be absent in the MM.DD.YYYY format. If you will be gone for one day, the FROM DATE and TO DATE will be the same date. Press Enter.
4. **HOURS/DAY**: Input the number of hours you will be gone each day in the HH.MM format. Ex: If you work 8.0 hrs/day, you will enter 8.00; for 7.5 hrs/day, enter 7.30 (enter hours and minutes).
   * If you will be gone for more than one day, but for a different number of hours each day, submit each day as its own request by choosing ADD ANOTHER option at the bottom of the form.
5. Using the grey side-to-side arrow key to select either ADD ANOTHER if you want to request another day, otherwise select SUBMIT if you are done.
   Press Enter.

An email will be sent to your supervisor notifying him/her of your requested absence.

**Rest Break Sanction**
Enter Rest Break Sanction when rest breaks have not been taken.
1. Select Rest Break Sanction.
2. If rest breaks have not been provided, select No.
3. Input Date that rest break was not provided in the MM/DD/YYYY format.
4. Press Enter and then Submit.

**Missed Meal Punctures**
Enter two punches when both meal clock ins have been missed.
1. Select Missed Meal Punches.
2. Date defaults to current day, change date if entering punches for a different day in the MM/DD/YYYY format.
3. Input time for first punch.
4. Repeat steps 2 and 3 for second punch.
5. Press Enter and then Submit.