Member Supervisor Web Time Instructions

Go to: https://login.paylocity.com/Escher/Escher_WebUI/views/login/login.aspx



Once you have logged in navigate to the Employees drop down menu at the top and click on employee timecard.

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On the Employee Timecard page you can navigate to each employee and enter in time worked. The timesheet will default to the current pay period. To enter time click Add Punch.

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"Adding a Punch"

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Fri 06/29/2012	None 👻	Add (Add More O Cancel				0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Sat 06/30/2012	None 👻					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Sun 07/01/2012	None 🗸					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Mon 07/02/2012	None 👻					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

After selecting "add matching punch", the additional action type fields appear. It will auto populate with the date you entered above. Enter the time out for lunch and check supervisor approved. You can then enter the amount of days to repeat time punches and then click add.

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Don't forget that hourly waged employee's must clock in and out for lunch breaks. Repeat the steps of "Adding a punch" to add the returning time from lunch and end of day punch.

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To make a change to a transaction, click into the time cell to update. Then click "Save" towards the top right hand corner. To delete a day worked, click into the time cell and delete the time. Then click "Save" towards the top right hand corner.

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	Thu 07/05/2012			09:00 AM	12:00 PM	12:30 PM	05:00 PM	7.50 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
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Any problems or questions contact Val Valdivia at 603.504.3304 or vvaldivia@thesca.org