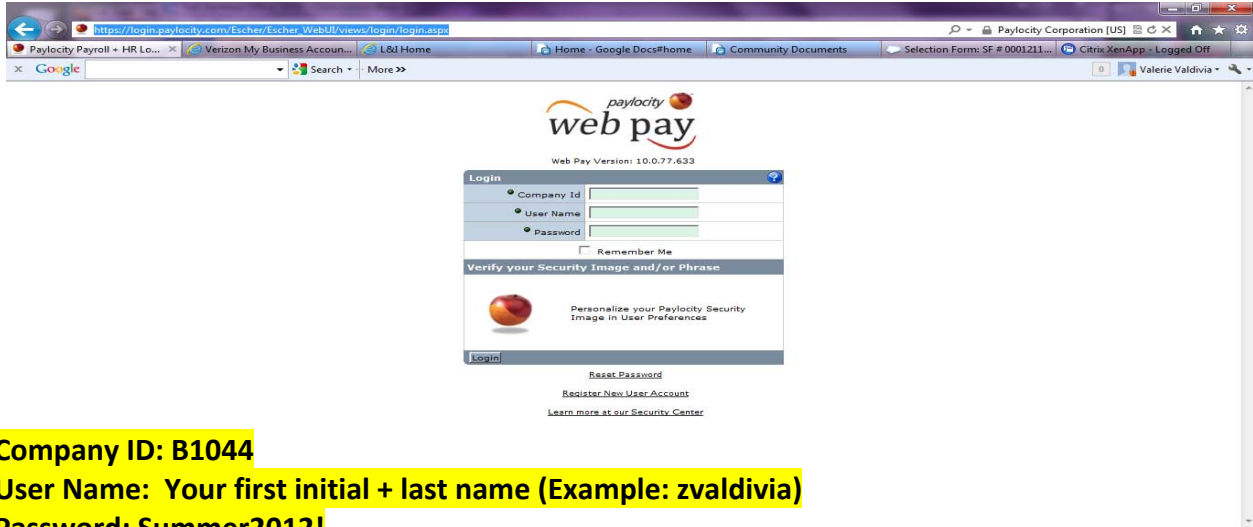
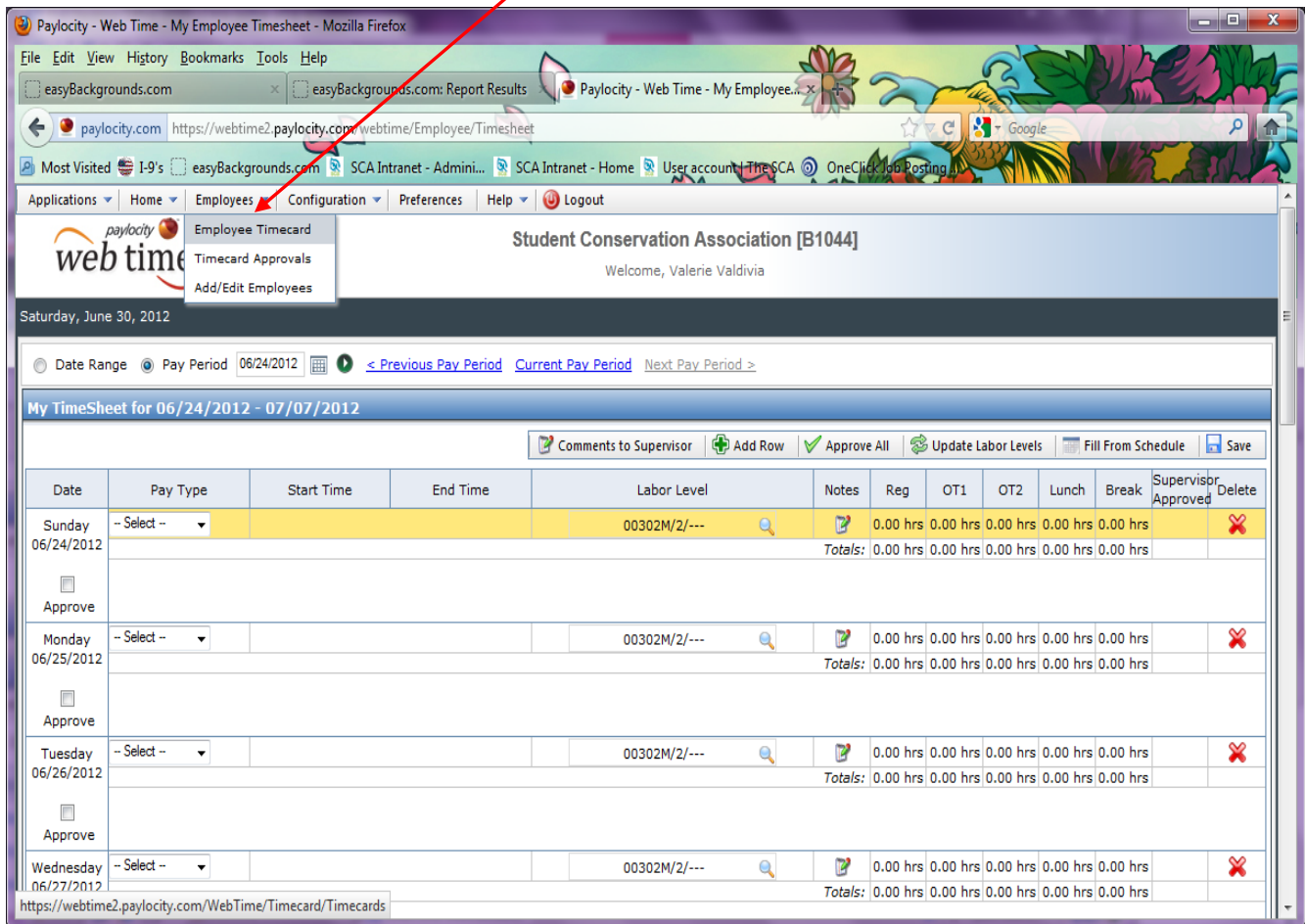


Member Supervisor Web Time Instructions

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.



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.

Navigate employee timecards

Click "Add Punch" to enter time

Employee Timecard

Go | Aissa Mendez | Select Filter | Include Inactive Employees

Date Range | Pay Period 06/24/2012 | < Previous Pay Period | Current Pay Period | Next Pay Period >

Timecard for Aissa Mendez [1122] [1122] for 06/30/2012 - 06/30/2012

Date	Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	UnPaid
Sat 06/30/2012	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

Totals | Benefit Balances | Pay Adjustments

Totals by Pay Type						
Pay Type	Lunch	Break	Unpaid	Hours		
No records to display.	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

"Adding a Punch"

• Enter the date

• Enter member start time

• Check mark "add matching punch"

Add Punch

Action Type Clock In

Date 06/30/2012

Time 08:00 AM

Labor Level 00302M/2/---

Add Matching Punch

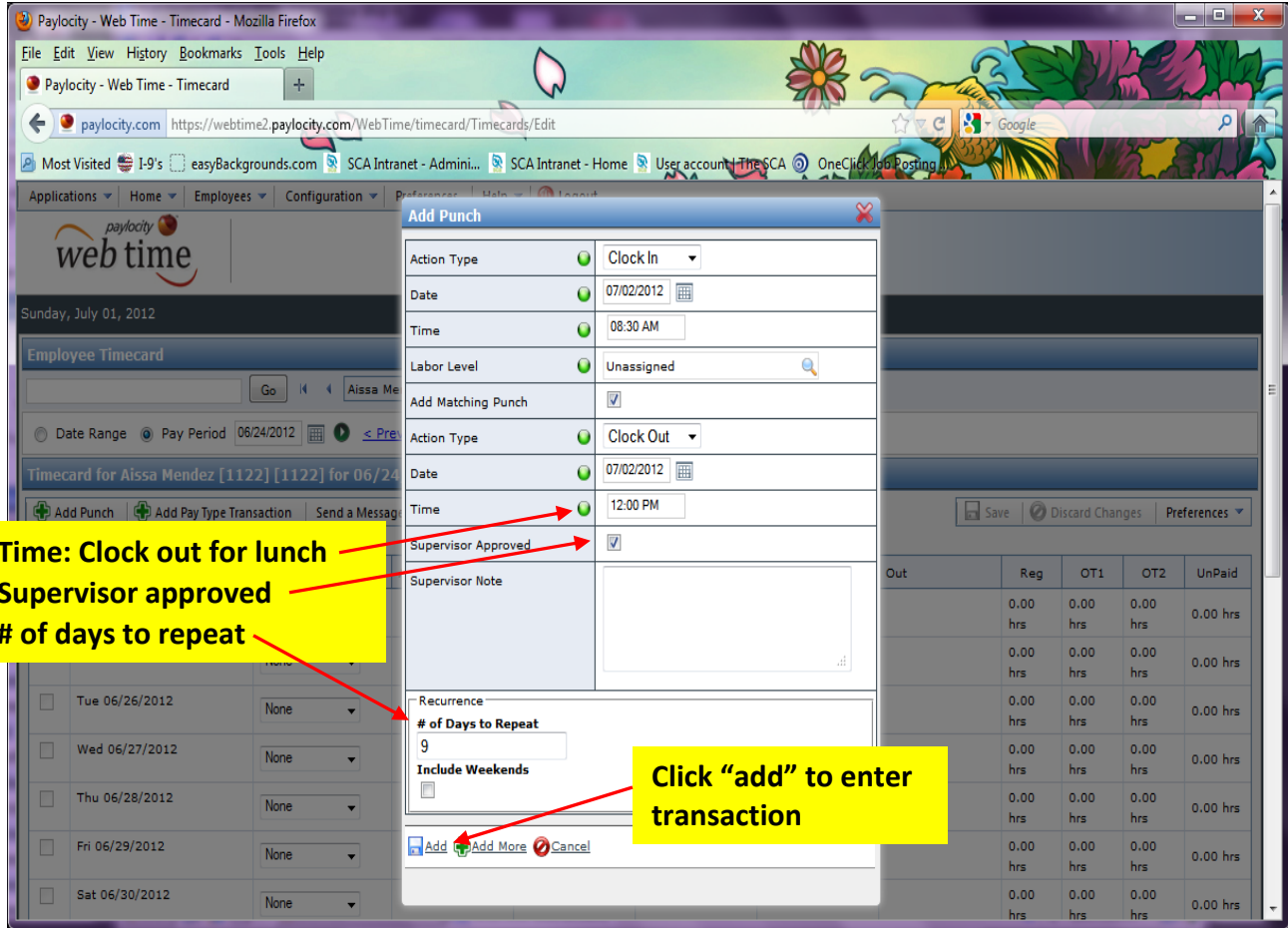
Supervisor Approved

Supervisor Note

Include Weekends

Date	Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	UnPaid
Thu 06/28/2012	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Fri 06/29/2012	None						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

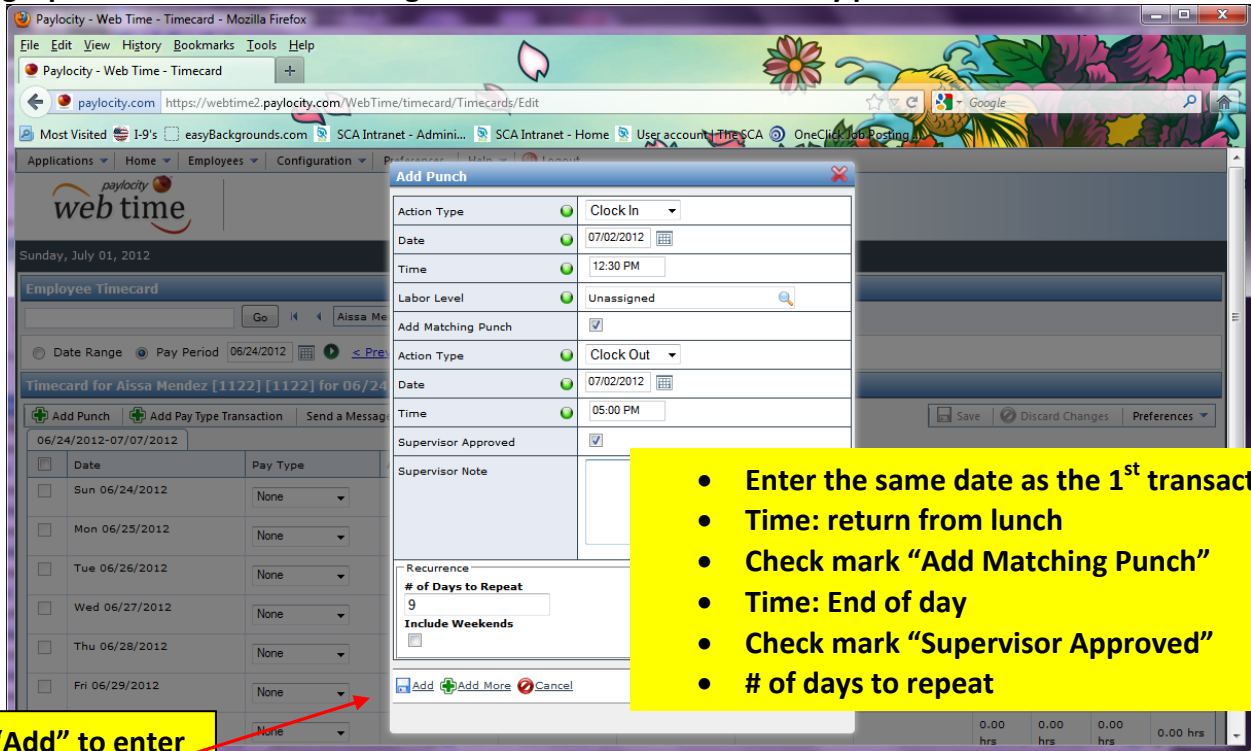
After selecting “add matching punch”, the additional action type fields appear. It will auto populate with the date you entered above. Enter the time out for lunch and check supervisor approved. You can then enter the amount of days to repeat time punches and then click add.



- Time: Clock out for lunch
- Supervisor approved
- # of days to repeat

Click “add” to enter transaction

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.



- Enter the same date as the 1st transaction
- Time: return from lunch
- Check mark “Add Matching Punch”
- Time: End of day
- Check mark “Supervisor Approved”
- # of days to repeat

Click “Add” to enter transaction

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.

Employee timecard saved successfully.

Save Discard Changes Preferences

Date	Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	UnPaid
Sun 06/24/2012	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Mon 06/25/2012	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Tue 06/26/2012	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Wed 06/27/2012	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Thu 06/28/2012	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Fri 06/29/2012	None						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
Tue 07/03/2012				12:00 PM	12:30 PM	05:00 PM	7.50 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Wed 07/04/2012			09:00 AM	12:00 PM	12:30 PM	05:00 PM	7.50 hrs	0.00 hrs	0.00 hrs	0.00 hrs
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
Fri 07/06/2012			09:00 AM	12:00 PM	12:30 PM	05:00 PM	7.50 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Sat 07/07/2012	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

Totals Benefit Balances Pay Adjustments

Totals for 06/24/2012 - 07/07/2012 Totals by Pay Type

Any problems or questions contact Val Valdivia at 603.504.3304 or vvaldivia@thesca.org