

Time Clock Entry: Quick Guide

Using the “Time Clock”:

Upon Login, the time clock will appear in the left column (Path: My Work > My Time Clock). To maximize the clock pane, by clicking on the black box in the upper right side of the “My Time Clock” column. The employee time clock displays. Minimize the screen again by clicking on the black rectangle.

Employees punch in and out for their shifts by clicking on the “In” or “Out” button below the clock.



The top right-hand corner of the time clock displays the current status to indicate whether to clock in or clock out. The current time and date is displayed in the center of the time clock.

Buttons at the bottom of the clock allow you to perform time clock actions.

Use the “Transfer” button at the bottom of the clock **after** clocking in to change jobs or cost centers. A new window will open with the option to “select location” (choose a different cost center) and to “select position” to select another job (which will access a secondary pay rate if appropriate). Click on “OK”, and the window will close.

Once an employee has punched in for work, their punches appear on the **Employee Timesheet**. Click on “Employee TimeSheet” and select “Load”.

This feature tracks an employee’s actual hours worked against their scheduled hours on a weekly basis. The data from the timesheet is then used to calculate pay.

The View Pay Panel

Path: **My Timesheets > [Load the Timesheet] > View Pay**

The time and attendance data from the timesheet is used by Dayforce Payroll to calculate employee paychecks. **Please note, holiday benefit hours can be viewed in “View Pay”.** It is important for supervisors and employees to preview employee pay in **My Timesheets**.