

## Self-Edit Employee Instructions

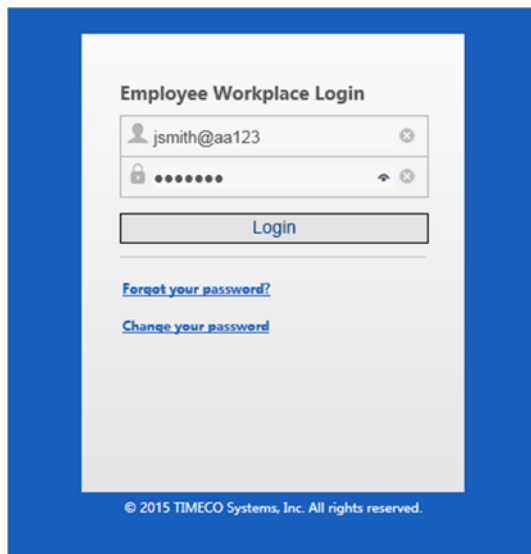
### How to Login:

Open your web browser of choice and navigate to this website address: <https://timeco-login.timeco.com>

1. **Username and Password:** This information can be obtained from your System Administrator.

From the login page:

- a. You may change your password from this same login page, using the “Change your password” link at the bottom.
- b. If you forget your password, click “Forgot your password?” and it will be emailed to you.



### My Timecard:

1. Time can be entered directly onto the timecard here. You can enter the punch times for the start and end of the shift, or enter a total of hours worked for the day in the Hours column.
  - a. You may also enter some comments in the comments box along with your time. Your supervisor will see these comments when approving your timecard.



Date	In	Out	Hours	Amount	Department	Comments	Category
Sun 01/01/2017					001-88-77 (Corporate-IT-Support Tech)		SAL

2. To enter hours in another department for a specific day, click the drop down list in the Department column. By default, all hours entered will be for your Home Department.

3. You may review your punch history by clicking the **Pay Date Range** at the top of the timecard:

Pay Date Range:    
 Current Time: Nov 29, 2016 03:10:35 PM   
 Department:    
 2016-11-20 to 2016-12-03   
 2016-11-20 to 2016-12-03   
 2016-11-06 to 2016-11-19   
 2016-10-23 to 2016-11-05

4. Your timecard will display your previous punches and totals for this current pay period:

Category	Hours	Amount	Count	Date	In	Department
On Call	8.00			Tuesday, 11/22/2016		002-55-99 (Atlanta-Warehouse-Driver)
Regular	0.00			Tuesday, 11/22/2016	08:00 AM ...	002-55-99 (Atlanta-Warehouse-Driver)
Regular	0.00			Tuesday, 11/29/2016	03:09 PM ...	002-55-99 (Atlanta-Warehouse-Driver)

Summary by Department			Summary by Category		
Department	Category	Total	Category	Total	Total
002-55-99 (Atlanta-Warehouse-Driver)	On Call	8.00	On Call	8.00	

5. You may click **Submit Timecard** and sign your timecard digitally for your supervisor. This is you agreeing that your hours are currently correct for this pay period as of this date and time:

2016-11-20 to 2016-12-03 Submitted 2016-11-29 03:10 PM   
 29, 2016 03:10:35 PM   
 -55-99 (Atlanta-Warehouse-Driver) Comments   
 Submit Timecard

6. The **My Schedule** tab at the top of your timecard will allow you to review the hours that you are supposed to be working Daily/Weekly/Monthly. These hours have been entered by your supervisor.

- a. If you do not punch in as expected, you may trigger an exception that your supervisor can see (Late/Early Arrival/Departure).
- b. **Alerts and Announcements** – at the top of your schedule, this section displays important announcements setup by company management.

My Timecard My Schedule   
 Alerts and Announcements   
 Daily Weekly Monthly   
 Week of 11/28/2016   

Mon 11/28/2016	Tue 11/29/2016	Wed 11/30/2016	Thu 12/01/2016
09:00 PM - 07:00 AM (001-88-77 (Corporate-IT-Support Tech)) 12:00 PM - 12:30 PM (002-55-99 (Atlanta-Warehouse-Driver))	09:00 PM - 07:00 AM	Off	Off

## Exception History:

This section is found as a sub-menu under Timecard, and includes any exceptions that you have incurred this month. You may use the arrows to scroll between months.

An exception would include: any punches that fall outside the schedule (late/early), an absence, no lunch punch taken, missing punches and any approved miscellaneous pay such as vacation, sick, jury duty, etc.

◀ 2016 ▶			<b>November 2016</b>	
Jan	Feb	Mar	<b>Monday</b>	<b>Tuesday</b>
Apr	May	Jun	October 31	November 1
Jul	Aug	Sep		Absent
Oct	<b>Nov</b>	Dec		
			7	8
			Unscheduled Unscheduled	Absent


## Leave Requests:

This section allows you to review and submit time off requests.

**My Request**

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**Available Hours**

PTO Hours: 48.00  (current pending requests and all future requests not deducted)

**Current Requests:**

Status	Date ^	Number Of Hours	Department	Category	Comments
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[New Request](#) [Cancel Request](#)

1. **Available Hours** – allows you to view your current balance (as of this very moment) and click the small calendar icon to review the history associated with this leave request category:

**My Request**

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**Available Hours**

PTO Hours: 48.00  (current pending requests and a

**Current Requests:**

Status	Date ^	Number Of Hours	Department	Category	Comm
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[New Request](#) [Cancel Request](#)

**Benefit History** ✕

7/09/2016	8.00	-38.00
7/21/2016	8.00	-46.00
7/24/2016	8.00	-54.00
7/25/2016	80.00	26.00
8/03/2016	8.00	18.00
8/03/2016	8.00	10.00

2. **Current Requests** – review current, future and previous time-off requests here. You may cancel your request if the request remains submitted (unapproved) or even if the request was approved already. Place a check mark next to the requested date, then click **Cancel Request** at the bottom.

**Current Requests:**

Status	Date ^	Number Of Hours	Department	Category	Comments
<input type="checkbox"/> Submitted	Tuesday, 11/15/2016	8.00	002-55-99 (Atlanta-Warehouse-Driver)	PTO	going to see family.
<input type="checkbox"/> Submitted	Wednesday, 11/23/2016	4.00	002-55-99 (Atlanta-Warehouse-Driver)	PTO	going to see family.
<input type="checkbox"/> Submitted	Thursday, 12/01/2016	8.00	002-55-99 (Atlanta-Warehouse-Driver)	PTO	going to see family.

3. **New Request** – click this button at the bottom of the main leave request area to submit a new request to your supervisor.

**New Request**

- Select the small calendar icon (in red in the screenshot below) then select the days you wish to request off.
- Fill out the form – entering all required fields with an asterisk\*
- Click **Submit Request** at the bottom and your request will be emailed to your supervisor(s) for approval. You may track this request from the prior screen and you will also be notified by email once your request is approved/declined.

**Available Hours**

PTO Hours: 48.00



(current pending requests and all future requests not deducted)

Number of Days\*: 1



Click here to select the days for your request

Date\*:

Number of Hours\*:

Department: 002-55-99 (Atlanta-Warehouse-Driver) ▼

Category\*: PTO ▼

Comments:



Submit Request



Cancel Request