



# Clocking In and Out from Your Desktop

There are two methods for clocking in and out from your desktop application. This job aid provides guidance on how to use each method.

## Clocking in and out from your login page

- 1 Open your company's login page from your web browser.
- 2 Enter your username and password.
- 3 Click **Punch In** or **Punch Out**.
- 4 Verify your punch was accepted using the confirmation message.

**Did you know?**  
The labels on your buttons may be different from what is presented in this job aid.

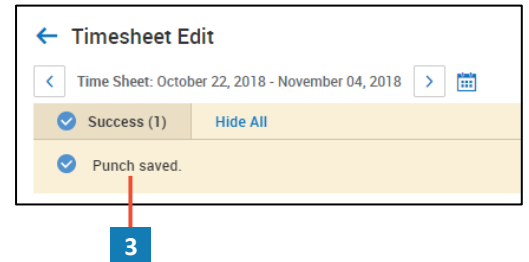
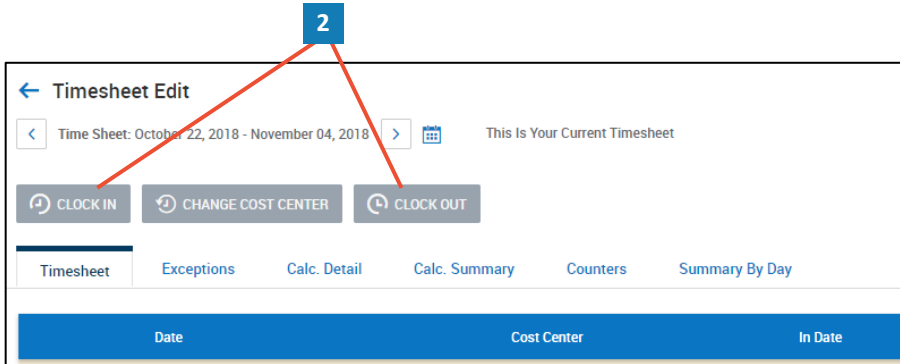
## Changing Cost Centers from your login page

Your company may require you to indicate when you are changing your work location, department or job function. To perform this change from your login page, use the following steps.

- 1 From your company's login page, enter your username and password.
- 2 Click **Change Cost Center**.
- 3 Click the flag icon next to the cost center you are switching to.
- 4 Verify your change was accepted using the confirmation message.

## Clocking in and out from your timesheet

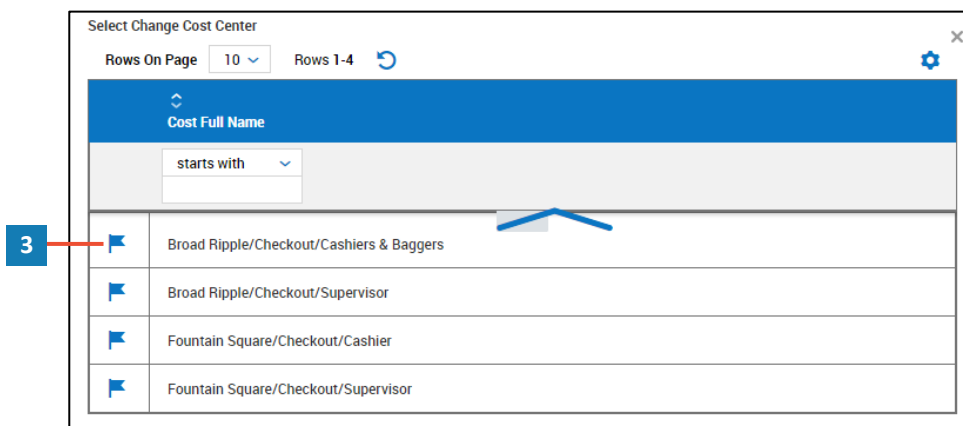
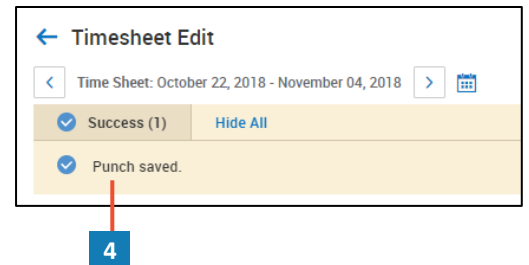
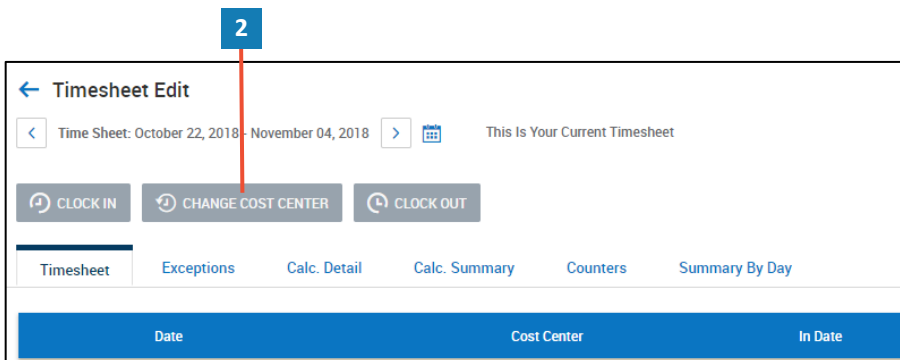
- 1 Click the **Menu** icon and navigate to the **My Information** tab. From the **My Information** tab, select **My Time > Timesheet > Timesheet**.
- 2 Click **Clock In** or **Clock Out**.
- 3 Verify your punch was accepted using the confirmation message.



## Changing Cost Centers from your timesheet

Your company may require you to indicate when you are changing your work location, department or job function. To perform this change from your timesheet, use the following steps.

- 1 Click the **Menu** icon and navigate to the **My Information** tab. From the **My Information** tab, select **My Time > Timesheet > Timesheet**.
- 2 Click **Change Cost Center**.
- 3 Click the flag icon next to the cost center you are switching to.
- 4 Verify your punch was accepted using the confirmation message.



### Did you know?

Your organization may have rules on when you can clock in and out. Be sure that you are aware of these rules when recording your time in Employee Self Service.