



## Time Clock Users Guide

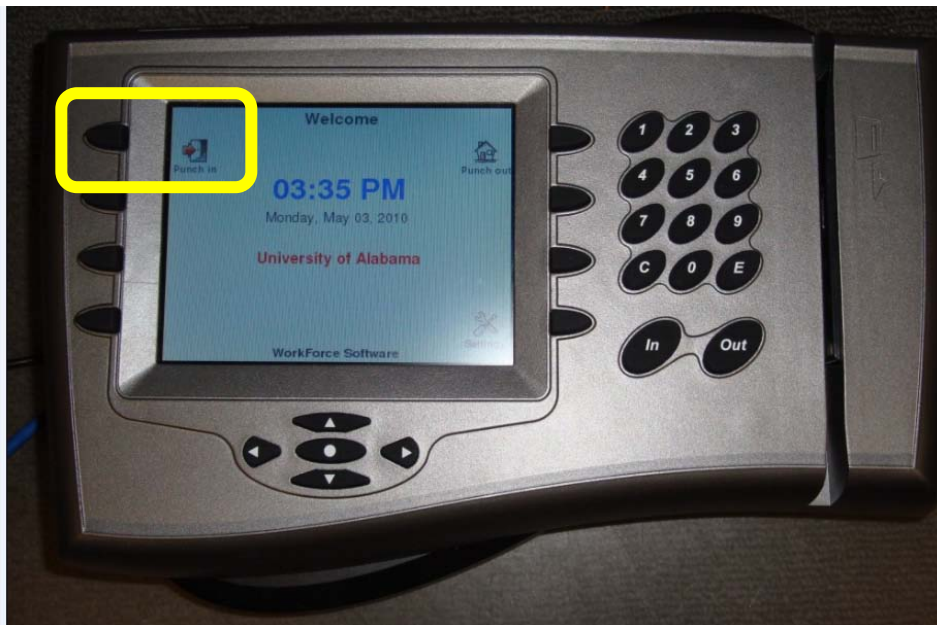
# Time Clock Time Entry – Users Guide

## Punch In

1. If the screen saver time is displayed on the clock, press any button on the time clock to turn off the screen saver and display the Welcome screen.



2. On the Welcome screen, press the button next to "Punch In"



3. Verify that "Punch: Punch In" is displayed at the top of the clock. Slide your Action Card in the card reader with the magnetic stripe to the right.

Note: Press the "Cancel" button at any time to return to the Welcome screen.



4. The confirmation screen will be displayed with the time of the "In Punch". Press the "Save" button to save your time. The Welcome screen will be displayed. You have successfully punched in. Note: Press the Cancel button at any time to return to the Welcome screen.

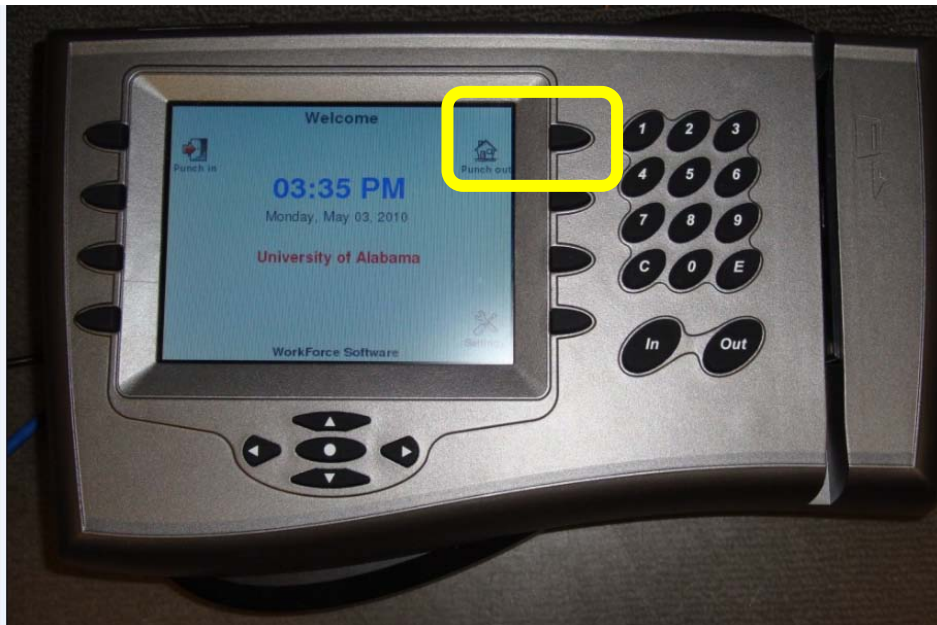


## Punch Out

1. If the screen saver time is displayed on the clock, press any button on the time clock to turn off the screen saver.

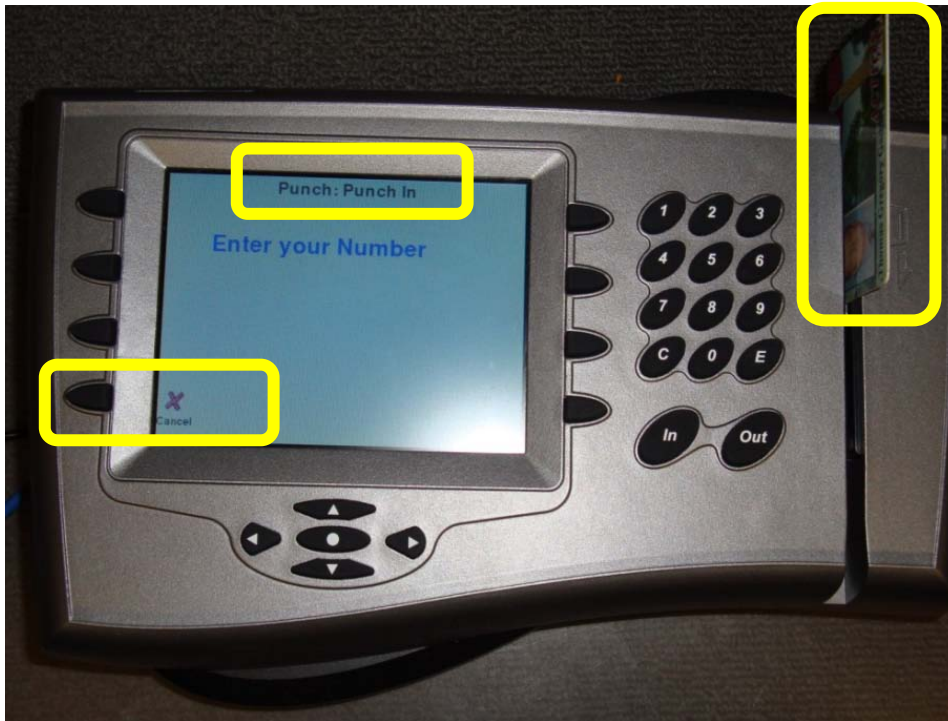


2. Press the button next to "Punch Out"

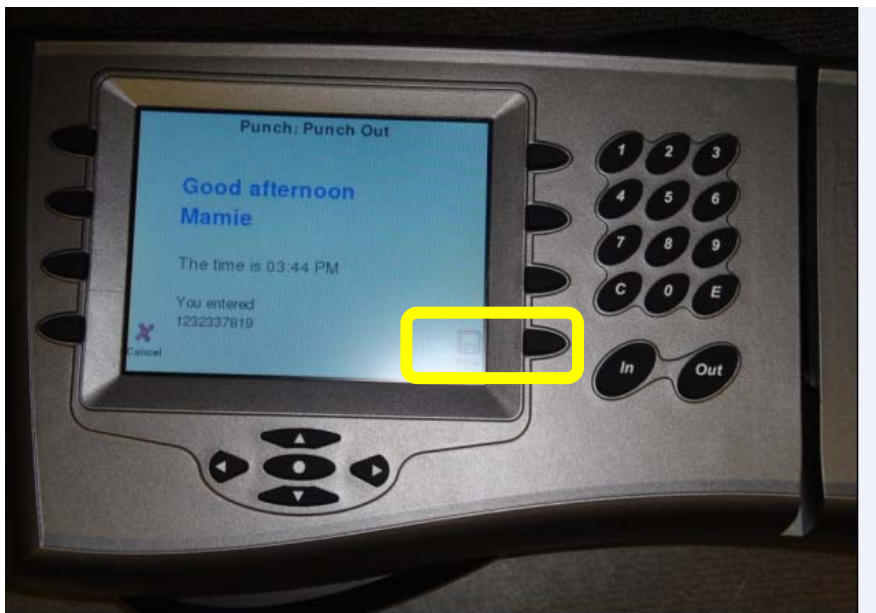


3. Verify that “Punch: Punch Out” is displayed at the top of the clock. Slide your Action Card in the card reader with the magnetic stripe to the right.

Note: Press the “Cancel” button at any time to return to the Welcome screen.

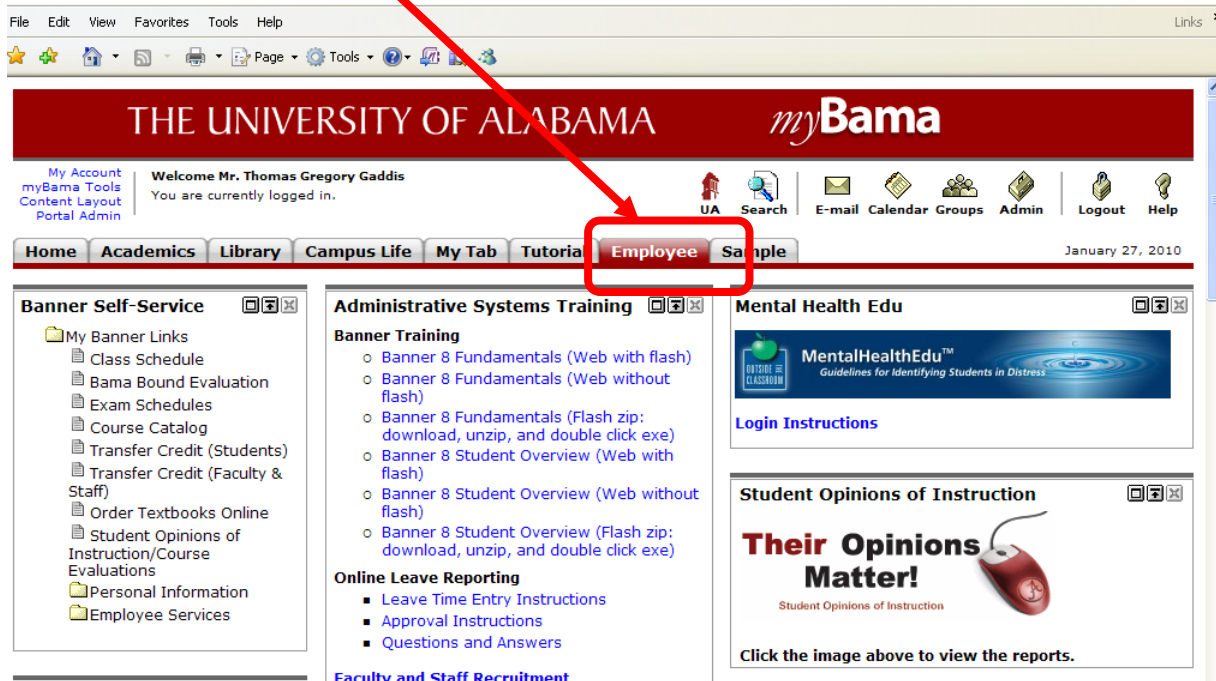


4. The confirmation screen will be displayed with the time of the “Out Punch”. Press the “Save” button to save your time. The Welcome screen will be displayed. You have successfully punched out. Note: Press the Cancel button at any time to return to the Welcome screen.

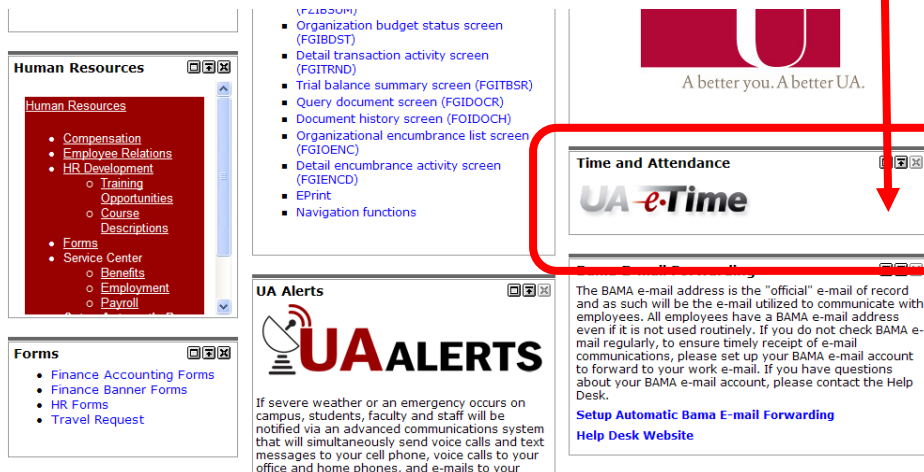


# View Your Timesheet

1. Log into MyBama
2. Click the Employee Tab



3. Scroll down until you see  in the right column. Click on the icon.



4. Click the "Home" button



995539-00 Accounting Specialist

Timesheet

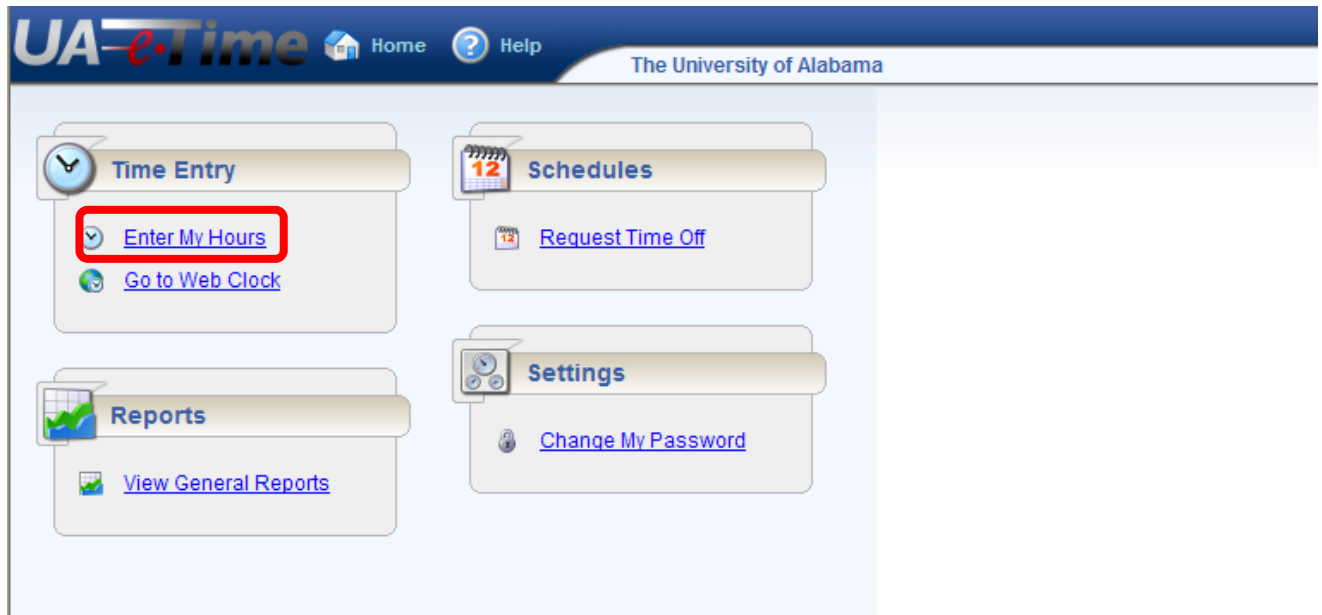
Pay Code

Clock In      Clock Out

LOGOUT

5. Select "Enter My Hours"



6. Your timesheet for the current pay period will be displayed.

To view your totals for the pay period, select the “Timesheet Preview” tab. This will display your time by day for a pay week and the totals for which you will be paid for the pay period. To change pay weeks click a day in the week. To view a different pay period click the calendar.

01/24/2010 - 02/06/2010

My Time Entry: -995539-00 Accounting Specialist

Timesheet Schedule

Jan 24, 2010

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 01/24	Annual Leave							
Mon 01/25	Annual Leave							
	Clock Time			08:02 am	05:02 pm			
	Regular		8.00					8.00
Tue 01/26	Annual Leave							
	Clock Time			08:00 am	05:00 pm			
	Regular		8.00					8.00
Wed 01/27	Annual Leave							
	Clock Time			08:00 am	05:05 pm			
	Regular		8.00					8.00



Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

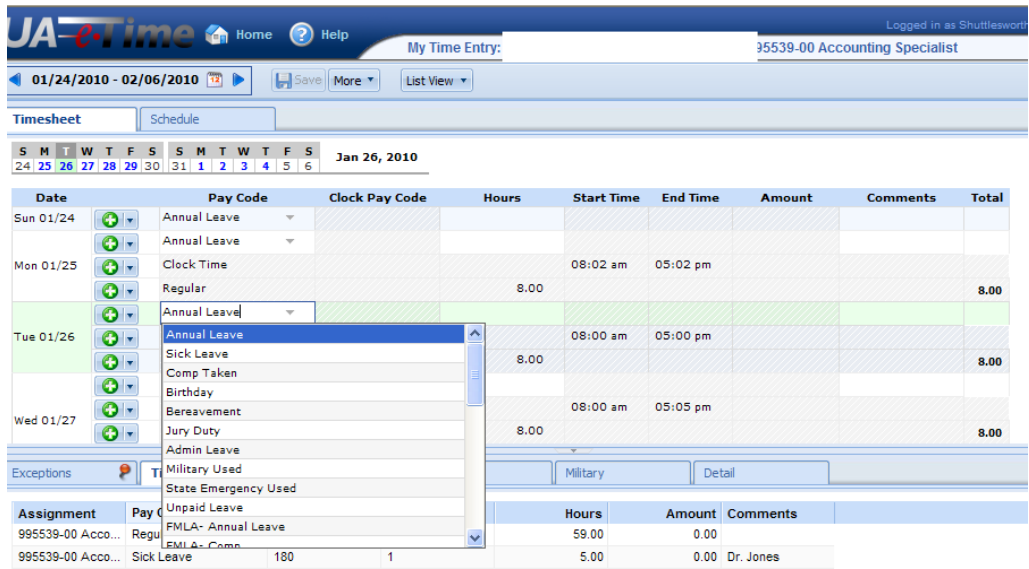
Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Comments
995539-00 Acco...	Regular	020	1	59.00	0.00	
995539-00 Acco...	Sick Leave	180	1	5.00	0.00	Dr. Jones
<b>Total</b>				<b>64.00</b>	<b>0.00</b>	



# Enter Leave Time to Be Paid

1. Log into UA-eTime from MyBama. Go to the timesheet as explained above.

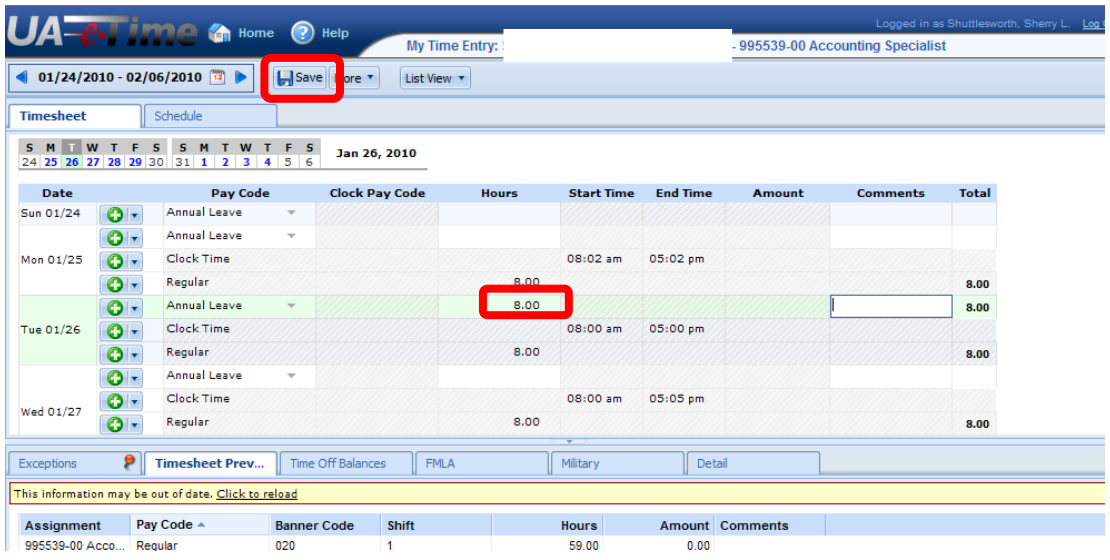
2. Click  on the day to enter leave time to be paid. This will insert a new timesheet "row" on that day.  
Click the "drop down arrow"  next on the timesheet row just inserted and select the appropriate leave pay code.



Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 01/24	Annual Leave							
Mon 01/25	Annual Leave							
	Clock Time		8.00	08:02 am	05:02 pm			8.00
	Regular							
Tue 01/26	Annual Leave							
	Sick Leave		8.00	08:00 am	05:00 pm			8.00
	Comp Taken							
	Birthday							
Wed 01/27	Bereavement			08:00 am	05:05 pm			
	Jury Duty		8.00					8.00
	Admin Leave							
	Military Used							
	State Emergency Used							
	Unpaid Leave							
	FMLA- Annual Leave		59.00			0.00		
	FMLA- Comp							
	Sick Leave	180	5.00			0.00	Dr. Jones	

3. Enter the number of leave hours to be paid in the "Hours" column.

Click  to save your changes.



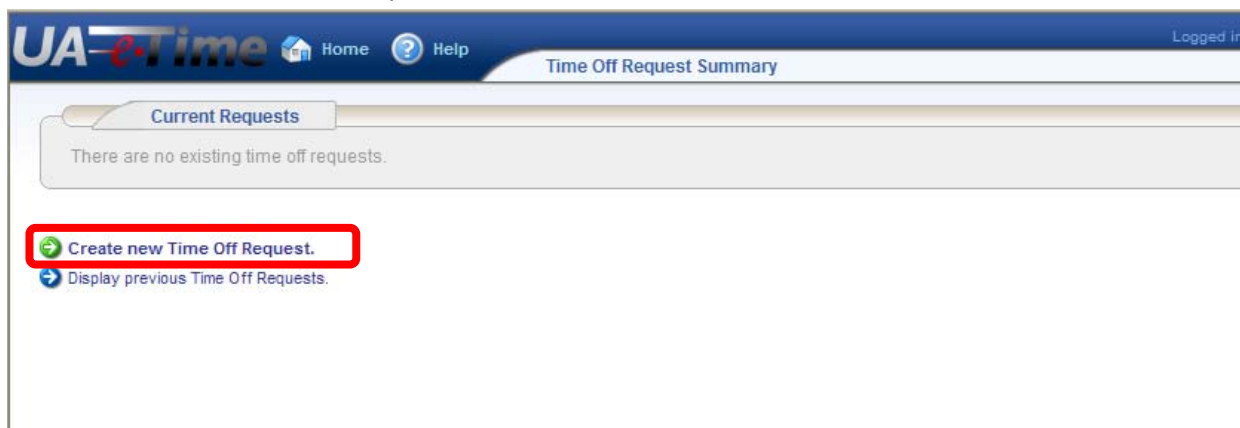
Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 01/24	Annual Leave							
Mon 01/25	Annual Leave							
	Clock Time		8.00	08:02 am	05:02 pm			8.00
	Regular							
Tue 01/26	Annual Leave		8.00	08:00 am	05:00 pm			8.00
	Clock Time							
	Regular		8.00					8.00
	Annual Leave							
Wed 01/27	Clock Time			08:00 am	05:05 pm			
	Regular		8.00					8.00

## Request Time Off for a Future Pay Period

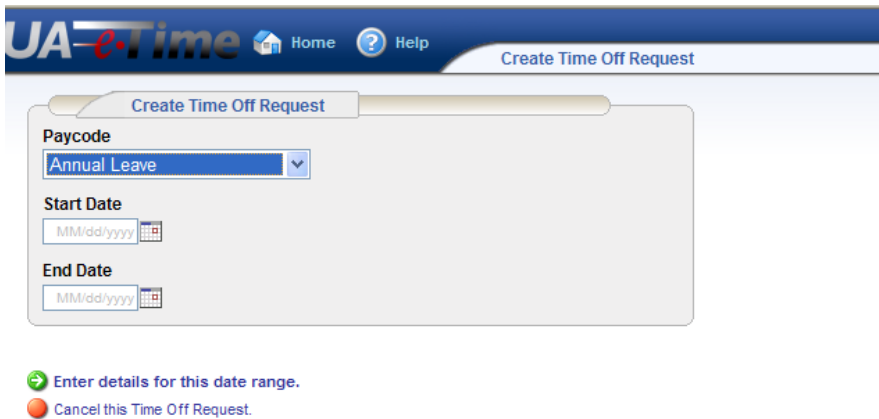
1. Log on to UA-eTime from MyBama
2. Click the “Home” button
3. Select “Request Time Off”



4. Select “Create new Time Off Request.”



- Select the leave type from the Paycode dropdown list.  
Enter the Start Date for the leave. Enter the End Date for the Leave.  
Click “Enter Details for this date range”.



**UA-e-Time** Home Help Create Time Off Request

Create Time Off Request

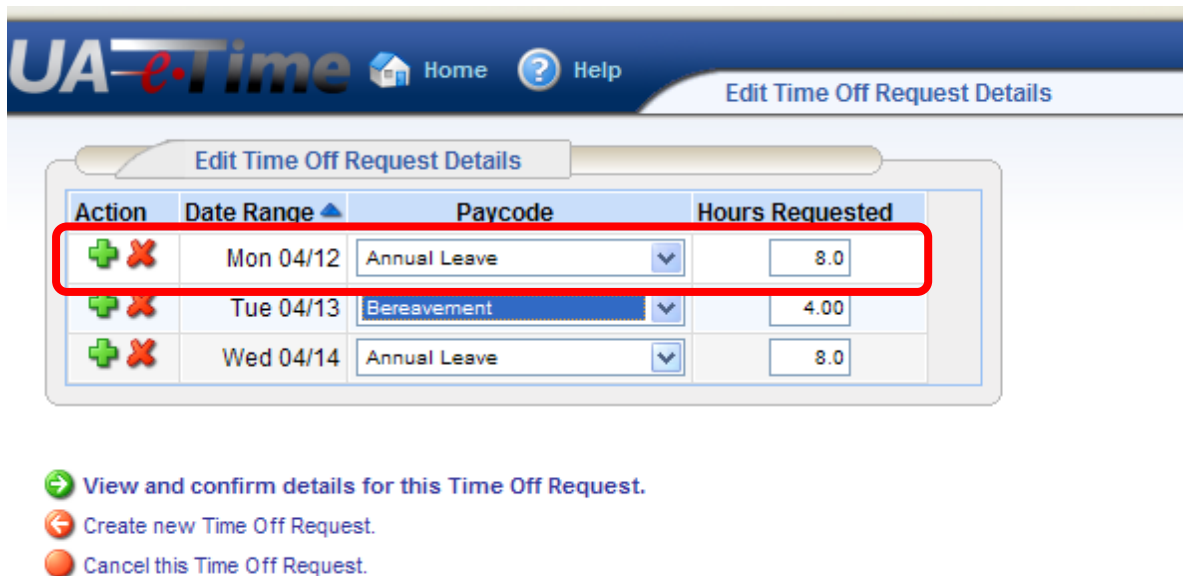
Paycode  
Annual Leave

Start Date  
MM/dd/yyyy

End Date  
MM/dd/yyyy

➔ Enter details for this date range.  
⊘ Cancel this Time Off Request.

- The “Edit Time Off Request Details” page is displayed with your normal daily scheduled hours automatically filled in in the Hours Requested column.  
You have the option to change the Paycode and number hours for any day listed.  
Click “View and Confirm details for this Time Off Request”



**UA-e-Time** Home Help Edit Time Off Request Details

Edit Time Off Request Details

Action	Date Range	Paycode	Hours Requested
⊕ ⊗	Mon 04/12	Annual Leave	8.0
⊕ ⊗	Tue 04/13	Bereavement	4.00
⊕ ⊗	Wed 04/14	Annual Leave	8.0

➔ View and confirm details for this Time Off Request.  
⬅ Create new Time Off Request.  
⊘ Cancel this Time Off Request.

7. The Review/Finish Time Off Request page is displayed that shows:

The Leave Request Summary

Your Estimated Leave Balances for the days requested

Date	Paycode	Hours Requested
Mon 04/12	Annual Leave	8.0
Tue 04/13	Bereavement	4.0
Wed 04/14	Annual Leave	8.0

Assignment	Bank Description	Initial Balance	Ending Balance
Aggregate Assignment - UA_BIWEEKLY	FMLA Military Available	1,040.00	1,040.00
Aggregate Assignment - UA_BIWEEKLY	Sick Leave	190.08	190.08
Aggregate Assignment - UA_BIWEEKLY	Military Used	0.00	0.00

8. Scroll to the bottom of the page to:

Enter Comments to Manager about the leave request

Actions to take: Select "Submit this Time Off Request" to your manager

Select "Enter details for this date range" to make changes to the request

Select "Cancel this Time Off Request" do cancel the request.

Comments to Manager

Take daughter to beach

Exceptions

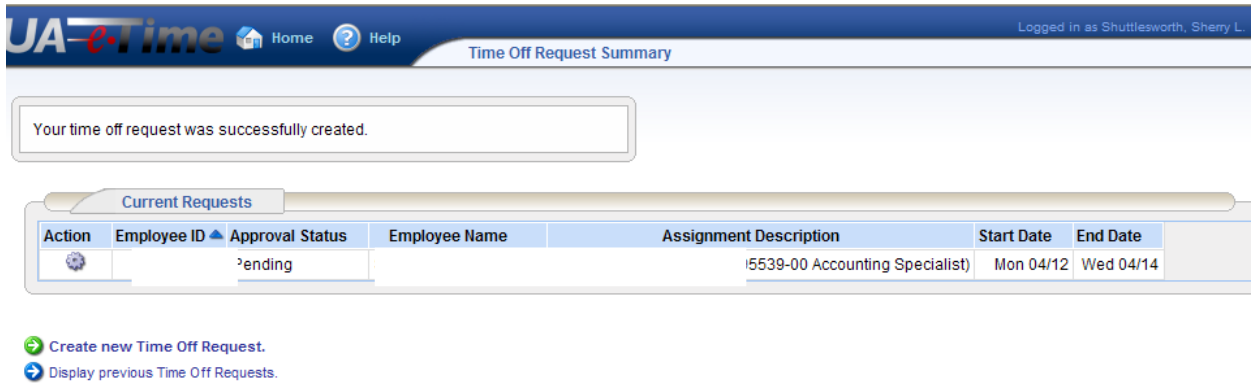
No exceptions.

[Submit this Time Off Request.](#)

[Enter details for this date range.](#)

[Cancel this Time Off Request.](#)

9. After submitting your time off request the Time Off Summary page will be displayed. When the request is approved by our Manager, the requested time off will be inserted on your timesheet for the days requested.



UA-eTime Home Help Logged in as Shuttlesworth, Sherry L. Time Off Request Summary

Your time off request was successfully created.

Current Requests

Action	Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date
		Pending		5539-00 Accounting Specialist	Mon 04/12	Wed 04/14

[Create new Time Off Request.](#)  
[Display previous Time Off Requests.](#)