Clocking In and Out

1. Clocking In.

   a. The TimeTrust Station normally displays Clock In/Out in the title. If the title is not displaying Clock In/Out, touch the Clock In / Out button.
b. Enter your PIN. You will next be prompted to confirm with a fingerprint validation.
c.  Your jobs will be displayed. Touch the job that you are clocking into. You will receive a validation screen. You are now clocked in.
2. **Clocking Out for the Day.**

   a. Enter your PIN. You will next be prompted to confirm with a fingerprint validation.

   b. The job that you are currently clocked into will be displayed. Touch the job. You will receive a validation screen. You are now clocked out.
3. Clocking Out for Lunch or a Break.

   a. If you are setup to clock out for lunch or a break; Enter your PIN. You will next be prompted to confirm with a fingerprint validation.

   b. You will be presented with buttons that will allow you to clock out for the day or to clock out for a lunch or break. Touch the Lunch / Break button. You will receive a validation screen. You are now clocked out for lunch or a break.
4. Clocking Back in from Lunch or a Break.
   a. Enter your PIN. You will next be prompted to confirm with a fingerprint validation.

If you only have one Job:

b. You will be presented with a button that will allow you to clock back in. Touch the Lunch / Break button. You will receive a validation screen. You are now clocked back in.
If you have more than one Job:

c. You will be presented with a button that will allow you to clock back in. Touch the Lunch / Break button. You will be clocked back in from your Lunch or Break. Your jobs will be displayed. Touch the job that you are clocking into. You will receive a validation screen. You are now clocked back in.
5. Checking your Current Clock In / Out Status.
   a. Touch the My Time / Schedule button.
   b. Enter your PIN. You will next be prompted to confirm with a fingerprint validation. After validation you will be presented with a page that summarizes the hours worked the current week. Also your current Clock In / Out status is displayed. Touch the LOGOUT button located at the top right of the page to exit.
Requesting a Time Edit

1. Requesting a Time Edit Request from a TimeTrust Station.
   a. Touch Request Time Edit. Notice the title changes from Clock In / Out to Request Time Edit.
b. Enter your PIN and confirm with a fingerprint validation. The following will be displayed.

c. Select a job. TimeTrust will default to your first job. If this time edit request is for another job, touch the drop down arrow and select the desired job.
d. Next select the date of the time edit request. TimeTrust will default to the current date. To select a different date touch the calendar button to the right of the date. A popup calendar will be displayed. Touch the desired date.
e. Now select a reason for the request. TimeTrust defaults to **Failed to Clock In**.
f. Next select the correct time. This will be the time that should be recorded as the actual Clock In or Clock Out time for the day. Touch the dropdown arrow to the right of each time component (hour, minute, AM/PM) to bring up a list of values for each component.
g. The error description field is used for any additional comment that you would like to include with the request. Touch the keyboard button to bring up an onscreen keyboard. Touch OK when you are finished with the comment.
h. Finally, touch **Submit**. You will receive a confirmation page and the option to add another time edit request.
i. When your request is approved or denied you will receive a message at your next Clock In or Out.
Requesting Leave

1. Requesting Leave from a TimeTrust Station.
   
   a. Touch Request Leave. Notice the title changes from **Clock In / Out** to **Request Leave**.
b. Enter your PIN and confirm with a fingerprint validation. The following will be displayed.

c. Select a job. TimeTrust will default to your first job. If this leave request is for another job, touch the drop down arrow and select the desired job.
d. Next select the type of leave desired.

- The amounts displayed for the current leave balances and pending requests are displayed are in hours.

- The current leave balances are the balances as of the last payroll less any requests entered since the last payroll that have been approved.

- The pending amounts represent leave requests that have not yet been approved.

- If a leave type has --- for a balance this indicates that the leave type is not maintained as a balance. It is a tracking or accumulator pool.
e. Next select the date of the leave request. TimeTrust will default to the next normal workday. To select a different date touch the calendar button below the date. A popup calendar will be displayed. Touch the desired date.
f. Next select the start time of the leave request. Touch the dropdown arrow to the right of each time component (hour, minute, AM/PM) to bring up a list of values for each component.
g. Next select the number of hours requested. Touch the dropdown arrow to the right of the hours to bring up a list of values.

h. Next select a reason for the request. This is optional.
i. The comment field is used for any additional comment that you would like to include with the request. Touch the keyboard button to bring up an onscreen keyboard. Touch OK when you are finished with the comment.
j. Finally, touch **Submit**. You will receive a confirmation page and the option to add another leave request.
k. When your request is approved or denied you will receive a message at your next Clock In or Out.