

# TIME APPROVAL

6/22/2017  
03:16:40 PM

1. Enter your Employee number.

Select Company: Navarro 1  
ID Number: 111

CLOCK IN    CLOCK OUT  
LEAVE ON BREAK    RETURN FROM BREAK  
LOG ON TO DASHBOARD

2. Click on Log On To Dashboard

6/22/2017  
03:17:42 PM

Select Company: Navarro 1  
ID Number: 111

CLOCK IN    CLOCK OUT  
LEAVE ON BREAK    RETURN FROM BREAK

3. Enter your Pin Number.

PIN Entry

PIN: ....

4. Click Log On.

Cancel    Log On

5. Click View

TimeClock Plus®

Home    CLOCK IN    CLOCK OUT    BREAK    CHANGE JOB CODE    VIEW

VIEW

Hours    Last Punch    Messages

6. Click Hours

## VIEW HOURS

Navigate period

< | >  
Prev Next  
06/18 - 06/24

Download

7. Review your time. If the time is correct, click the boxes as shown in the picture below. Once the boxes are checked you have approved your time and can close out.

If you are missing a punch or need an adjustment DO NOT approve the time. Follow the Time Clock Adjustment procedure.

			Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	<input checked="" type="checkbox"/>		30u	6/19/2017 07:30 AM	6/19/2017 01:00 PM	5:30			101 - Test Job Code
	<input checked="" type="checkbox"/>			6/19/2017 01:30 PM	6/19/2017 04:00 PM	2:30	8:00		101 - Test Job Code
	<input type="checkbox"/>		30u	6/20/2017 07:30 AM	6/20/2017 01:00 PM	5:30			101 - Test Job Code
	<input type="checkbox"/>			6/20/2017 01:30 PM	6/20/2017 04:00 PM	2:30	8:00		101 - Test Job Code
	<input type="checkbox"/>		30u	6/21/2017 07:30 AM	6/21/2017 01:00 PM	5:30			101 - Test Job Code
	<input type="checkbox"/>			6/21/2017 01:30 PM	6/21/2017 04:00 PM	2:30	8:00		101 - Test Job Code
	<input type="checkbox"/>		30u	6/22/2017 07:30 AM	6/22/2017 01:00 PM	5:30			101 - Test Job Code
	<input type="checkbox"/>			6/22/2017 01:30 PM	6/22/2017 04:00 PM	2:30	8:00		101 - Test Job Code
	<input type="checkbox"/>		30u	6/23/2017 07:30 AM	6/23/2017 01:00 PM	5:30			101 - Test Job Code
	<input type="checkbox"/>			6/23/2017 01:30 PM	6/23/2017 04:00 PM	2:30	8:00	40:00	101 - Test Job Code

## VIEW HOURS

Navigate period

< | >  
Prev Next  
06/18 - 06/24

You can use these arrows to navigate between weeks. On Monday you will have to click back to see the prior week.

			Break Length	Time In	Time Out	Hours	Shift Total	V
	<input checked="" type="checkbox"/>		30u	6/19/2017 07:30 AM	6/19/2017 01:00 PM	5:30		
	<input checked="" type="checkbox"/>			6/19/2017 01:30 PM	6/19/2017 04:00 PM	2:30	8:00	
	<input checked="" type="checkbox"/>		30u	6/20/2017 07:30 AM	6/20/2017 01:00 PM	5:30		
	<input checked="" type="checkbox"/>			6/20/2017 01:30 PM	6/20/2017 04:00 PM	2:30	8:00	
	<input checked="" type="checkbox"/>		30u	6/21/2017 07:30 AM	6/21/2017 01:00 PM	5:30		
	<input checked="" type="checkbox"/>			6/21/2017 01:30 PM	6/21/2017 04:00 PM	2:30	8:00	