

EMPLOYEE Instructions for Time & Labor Management

CLOCK IN AND OUT:

Click PUNCH to clock in. You can add a note if needed. Then click ok. Follow same instructions to clock out.

The screenshot shows a web browser window with the URL <https://sunfiremgmt.sureforce.net/Timecard/InOutTimecard.aspx?id=ac960490-ca0d-45c6-b467-d7a0b7afa694&payPeriod=8§ion=8&nextpayperiod=8...>. The page title is "Time Card: Arrowwood, Maegan". The interface includes a menu bar with options like "PUNCH", "TRANSFER", "MISC PAY", "ERASE", "DELETE", "CONVERSION CHART", and "WEEK VIEW". Below the menu, there are fields for Name (Arrowwood, Maegan), Department (100 - AZ Sunfire Mngt), Pay Period (06/03/2019 - 06/16/2019), and Pay Group (FTHRLY(CA) - FT Hourly CA). A grid shows clock-in and clock-out times for days from Mon 06/03 to Sat 06/08. A red arrow points to the "PUNCH" button in the top navigation bar.

APPROVE TIMECARD:

When the pay period is over and you have clocked out for the last time for the period click box next to EMPLOYEE to approve the time card. You will see all of your activity in the timecard.

The screenshot shows a summary table for the pay period. The table has columns for "Pay Type", "Hours", and "Amount". Below the table, there is a "Pay Type Summary for the Pay Period" section. A red arrow points to a checkbox next to an employee name in a list below the table.

REQUEST TIME OFF:

The screenshot shows the "Leave Request" interface. The top navigation bar includes "Home", "Profile", "Schedule", "Time Card", "Accruals", "Leave Request", "Reports", "Payroll", "Messages", "Tools", "Clocks", and "Configurations". The "Leave Request" tab is highlighted. Below the navigation bar, there is a "Dashboard" section and an "Employee List" table. A red arrow points to the "Leave Request" tab in the top navigation bar.

1. Enter the date of the request
2. Enter the pay type (vac, Sick or Unpaid Leave)
3. Enter number of hours and all pertinent information. (Scroll down to see current accrual balances.)
4. Submit and Close

The screenshot shows the "Leave Request" form. The form has a "General" section with fields for "Begin Date" (11/22/2019) and "End Date" (12/03/2019). There are checkboxes for "Skip Weekends" and "Skip Holidays". Below the date fields, there are three calendar views for September 2019, October 2019, and November 2019. The "Pay Type" is set to "VACATION" and the "Reason" is empty. The "Hours Per Day" is set to 8. There are radio buttons for "Specific Time" and "Single Day". A red arrow points to the "SUBMIT AND CLOSE" button. Red arrows and numbers 1 through 4 indicate the steps for requesting time off: 1. Enter the date of the request, 2. Enter the pay type (vac, Sick or Unpaid Leave), 3. Enter number of hours and all pertinent information. (Scroll down to see current accrual balances.), 4. Submit and Close.