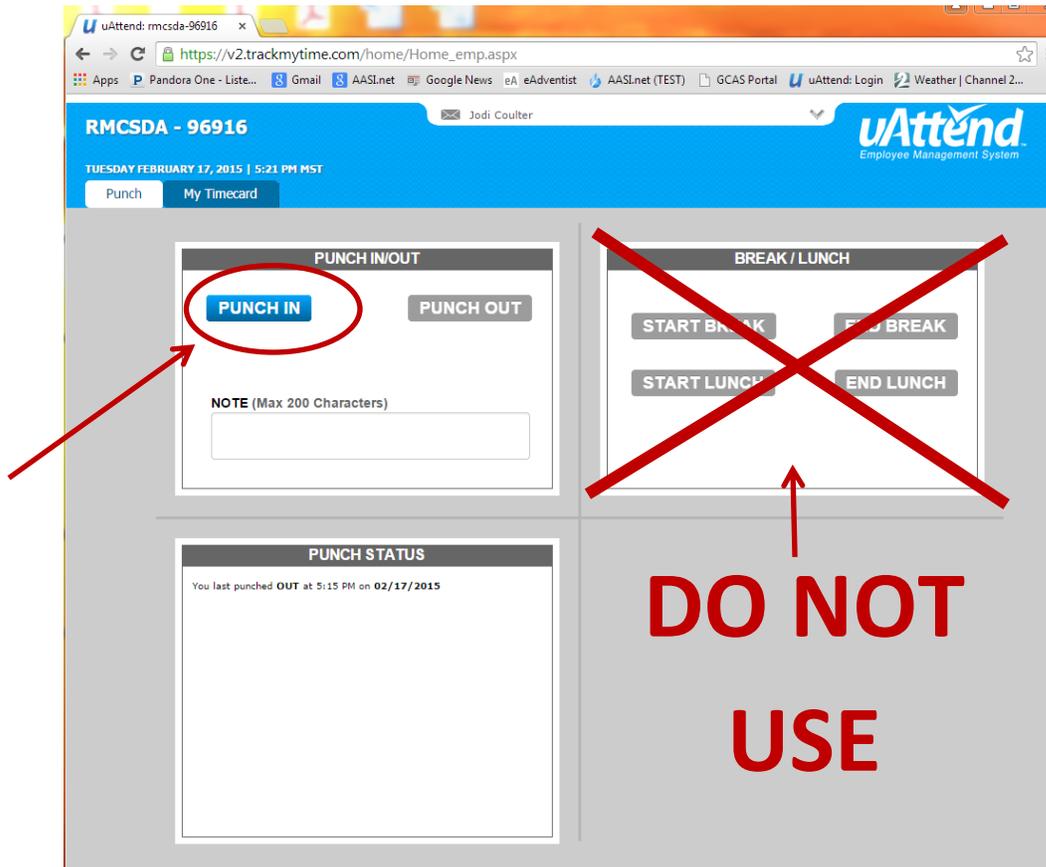


uAttend Instructions for Employees

Punching in and out using the website



Attend Instructions for Employees

To edit punch time, click on the My Timecard tab. Then click on **EDIT** for the punch you want to correct.

Sat	02/07/15									[+]
Sun	02/08/15									[+]
Mon	02/09/15									[+]
Tue	02/10/15									[+]
Wed	02/11/15									[+]
Thu	02/12/15									[+]
Fri	02/13/15									[+]
Sat	02/14/15									[+]
Sun	02/15/15									[+]
Mon	02/16/15									[+]
Tue	02/17/15	3999T	04:24 PM	05:15 PM					.85	EDIT [x] [+]
Wed	02/18/15									[+]
Thu	02/19/15									[+]

Hours Worked Week 1: | Week 2: | Week 3: | Week 4: | Week 5: .85

	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL
Total Hours								.85

EDIT PUNCH

PUNCH TYPE: In / Out

IN TIME: 04:24PM ON 02-17-2015

OUT TIME: 05:15PM ON 02-17-2015

NOTE: (Max 200 Characters)

IN PUNCH ORIGINAL: 2/17/2015 at 4:24 PM by Jodi Coulter from () (Smartphone Punch)

OUT PUNCH ORIGINAL: 2/17/2015 at 5:15 PM by Jodi Coulter from (50.78.193.201) (Web Punch)

SAVE AND CLOSE **CANCEL**

To delete a punch, click on the red **[x]** and then click OK when asked.

Wed	02/04/15									[+]
Thu	02/05/15									[+]
Fri	02/06/15									[+]
Sat	02/07/15									[+]
Sun	02/08/15									[+]
Mon	02/09/15									[+]
Tue	02/10/15									[+]
Wed	02/11/15									[+]
Thu	02/12/15									[+]
Fri	02/13/15									[+]
Sat	02/14/15									[+]
Sun	02/15/15									[+]
Mon	02/16/15									[+]
Tue	02/17/15	3999T	04:24 PM	05:15 PM					.85	EDIT [x] [+]
Wed	02/18/15									[+]
Thu	02/19/15									[+]

Hours Worked Week 1: | Week 2: | Week 3: | Week 4: | Week 5: .85

	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL
Total Hours								.85

uAttend Instructions for Employees

To add a punch, click on the green [+].

Sat	02/07/15									[+]
Sun	02/08/15									[+]
Mon	02/09/15									[+]
Tue	02/10/15									[+]
Wed	02/11/15									[+]
Thu	02/12/15									[+]
Fri	02/13/15									[+]
Sat	02/14/15									[+]
Sun	02/15/15									[+]
Mon	02/16/15									[+]
Tue	02/17/15	3999T	04:24 PM	05:15 PM					.85	EDIT [X] [+]
Wed	02/18/15									[+]
Thu	02/19/15									[+]

Hours Worked Week 1: | Week 2: | Week 3: | Week 4: | Week 5: .85

	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL
Total Hours								.85

ADD PUNCH

PUNCH TYPE: InOut

IN TIME: 12:00 AM ON 02-17-2015

OUT TIME: ON 02-17-2015

NOTE: (Max 200 Characters)

SAVE AND NEXT SAVE AND CLOSE CANCEL

To add vacation, sick, or holiday hours, click on the green [+] and then click the Punch Type drop down box. Select Benefit.

ADD PUNCH

PUNCH TYPE: InOut

IN TIME: ON 7-2015

OUT TIME: ON 02-17-2015

NOTE: (Max 200 Characters)

SAVE AND NEXT SAVE AND CLOSE CANCEL

uAttend Instructions for Employees

Select the type of benefit hours you want to add.

ADD PUNCH

PUNCH TYPE: Benefit

DATE: 02-17-2015

BENEFIT TYPE: VAC-VACATION

BENEFIT HOURS: 5 hours

NOTE: (Max 200 Characters)

SAVE AND NEXT SAVE AND CLOSE CANCEL

Add the total number of hours you want to add for that date. Save.

ADD PUNCH

PUNCH TYPE: Benefit

DATE: 02-17-2015

BENEFIT TYPE: HOL-HOLIDAY

BENEFIT HOURS: 04.75 Example: 04.75 for 4.75 hours

NOTE: President's Day (Max 200 Characters)

SAVE AND NEXT SAVE AND CLOSE CANCEL

To log out, click the down arrow by your name at the top of the screen. It will drop down to show the Logout.

RMCSDA - 96916

Jodi Coulter

Logout

uAttend Employee Management System

TUESDAY FEBRUARY 17, 2015 | 5:49 PM MST

Punch My Timecard

JODI COULTER-4897 | PAY PERIOD < 01/20/15 - 02/19/15 >

DATE	DEPT	IN	OUT	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL	SHOW NOTES
Tue	01/20/15											[+]
Wed	01/21/15											[+]

You can also click through pay periods by clicking the arrows.

uAttend Instructions for Employees

After logging out on your last day of work in the pay period, you must review and approve your timecard before your supervisor can approve it to be paid. After checking to make sure that all your time is correct and that you haven't missed any punches or including any benefit hours, scroll down to the bottom of your timecard and click **APPROVE TIMECARD**.

The screenshot shows a timecard summary for the dates Wed 02/18/15 and Thu 02/19/15. It includes a table with columns for REG, OT1, OT2, VAC, HOL, SIC, OTH, and TOTAL, with a Total Hours of .85. Below this is a table with columns for DEPT, DEPARTMENT TRANSFER, TOTAL, PAY CODE, ACCRUED, USED, and AVAIL. A message states: "This timecard is not yet approved by Jodi Coulter-4897." At the bottom right, there are several buttons: APPROVE TIMECARD, PRINT, EMAIL, DOWNLOAD, and EXPORT. The APPROVE TIMECARD button is circled in red, and a red arrow points to it from the text above.

You can also print a copy of your timecard for your records by clicking **PRINT**.

If, after approving your timecard, you remember a correction you need to make, click **UNAPPROVE TIMECARD**.

The screenshot shows the same timecard summary as above, but with a green checkmark icon and the text "APPROVED on 2/17/15 @ 6:04 PM MST by Jodi Coulter-4897". Below this, a message states: "This timecard is not yet approved by the Supervisor." At the bottom right, the buttons are the same, but the UNAPPROVE TIMECARD button is circled in red, and a red arrow points to it from the text above.

This will unlock your timecard for you to make changes. However, once your supervisor approves your timecard, you will no longer be able to unapprove it and make changes.