NOVA SOUTHEASTERN UNIVERSITY | NSU Florida

Clocking In and Out

Your timesheet and the home screen allow you to record the start and stop times of your work day. You may be required to "clock in" and "clock out" at the beginning and end of each day as well as for meals and other breaks to ensure that you are paid accurately for time worked.

Clocking in and out from your timesheet

1 In the **Menu**, ☰ click the **My Info** tab, and navigate to the following:
- **My Time** > **Timesheet** > **Current Timesheet**.

2 If you allocate your time to different departments or jobs, you need to clock into a cost center other than your default cost center. Click **Multiple Job EEs Clock In Here**.

3 In the **Multiple Job** section choose **Select From List** then click on the **Browse** icon to choose the applicable cost center/department.

4 If you are using your default department to clock in, click **Clock In**. Your punch is saved automatically.

5 In the **From** field in your timesheet, confirm the in-punch is recorded.

6 To clock out, click **Clock Out**. Your punch is saved automatically.

7 A confirmation message appears when you clock in/out.

Change Cost Center

Multiple Jobs

Select From List ▼   Choose...

Cancel   OK

✓ You clocked in at 08:30 am.

✓ You clocked out at 12:00 pm.

Did you know?
Your organization may have rules for when you can clock in and out. Be sure that you are aware of these rules when recording your time.

Clocking in and out from your home screen

1 In the Menu, ☰ then click the 🏠 **Home** option (found at the top of the menu).

2 If you allocate your time to different departments or jobs, you need to clock into a cost center other than your default cost center. Click **Multiple Job EEs Clock In Here**.

3 Choose the applicable cost center/department from the **Multiple Jobs** drop-down menu then click **OK**.

4 If you are using your default department to clock in, click **Clock In**. Your punch is saved automatically.

5 Click **View Timesheet** and confirm in the **From** field the in-punch is recorded.

6 To clock out, click **Clock Out**. Your punch is saved automatically.

7 Different confirmation messages appear when you clock in/out or change cost centers.

Clock

Wednesday, May 29

03:09PM

[EDT]

4 — 🕐 Clock In

6 — ↗ Clock Out

2 — → Multiple Job EEs Clock In Here

5a — View my timesheet

Change Cost Center   ✕

3 Multiple Jobs

Cancel   OK

Completed
You clocked in at 03:09pm

OK

Completed
You clocked out at 03:10pm

OK

My Time > Timesheet > Current Timesheet

← **Timesheet Edit**

Save   Submit   Change Request   ...

Clock In   Clock Out   Multiple Job EEs Clock In Here

📅 ◄ May 25, 2024 - June 07, 2024 ► Open 🔓

Time Entry   Exceptions   Calc Detail   Calc Summary   Counters   Summary By Day

	3.50 hrs Calc. Total	0.00 hrs Vacation	0.00 hrs Sick	0.00 hrs Personal				

Date	From	To	Raw Total	Calc. Total	In Date	On Call	Job Worked	Notes
> SAT May 25	+		0.00 hrs	0.00 hrs				💬
> SUN May 26	+		0.00 hrs	0.00 hrs				💬
> MON May 27	+		3.50 hrs	3.50 hrs				💬
> TUE May 28	+		0.00 hrs	0.00 hrs				💬
∨ WED May 29 No Schedule	03:09 pm	**5b**	0.02	0.00	WED May 29	Choose...	Choose... 🔍	💬
	+		0.02 hrs	0.00 hrs				💬