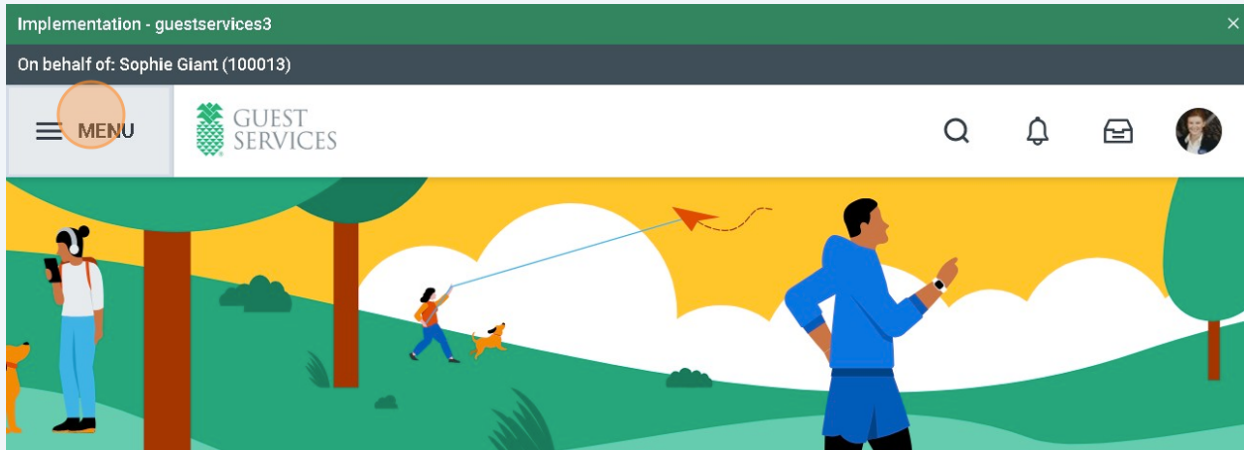


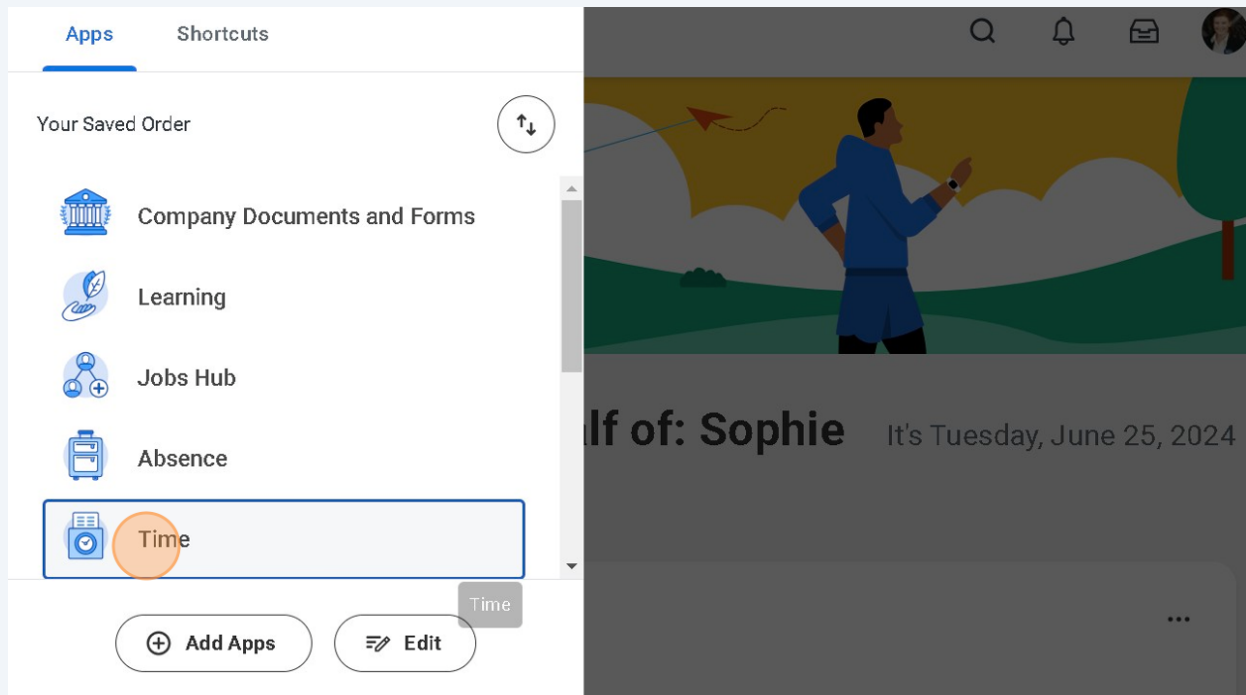
Clocking In and Out and Submitting Hours

1

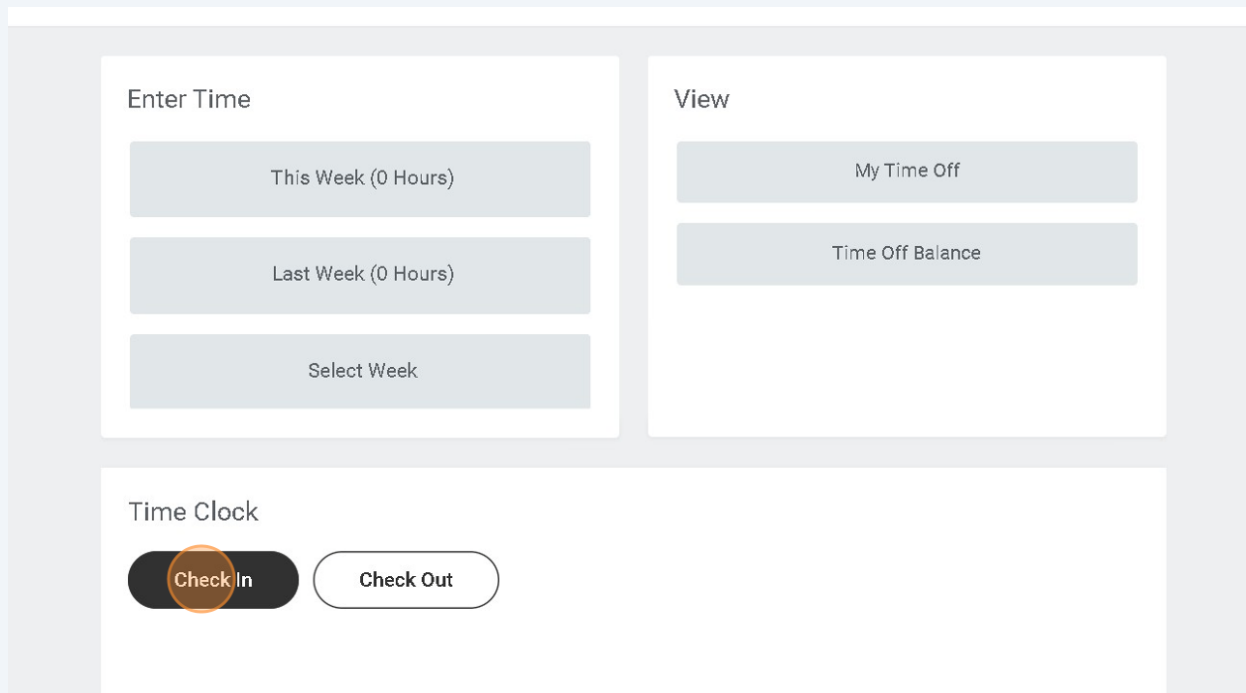
Click "MENU"



2 Click "Time"



3 Click "Check In"



4 Make sure your time type is correct.

You are checking in. Please enter your work details.

Worker * Sophie Giant (100013)

Date * 06/25/2024

Time * 12:07 PM

Time Zone GMT-05:00 Eastern Time (Indianapolis)

Time Type * ☒ Worked Time

Details

Cost Center

Cancel OK

5 Select the appropriate option.

← Time

Check In

You are checking in. Please enter your work details.

Worker * Sophie Giant (100013)

Date * 06/25/2024

Time * ☒ Worked Time

Time Zone

Time Type * ☐ Travel

☐ Training

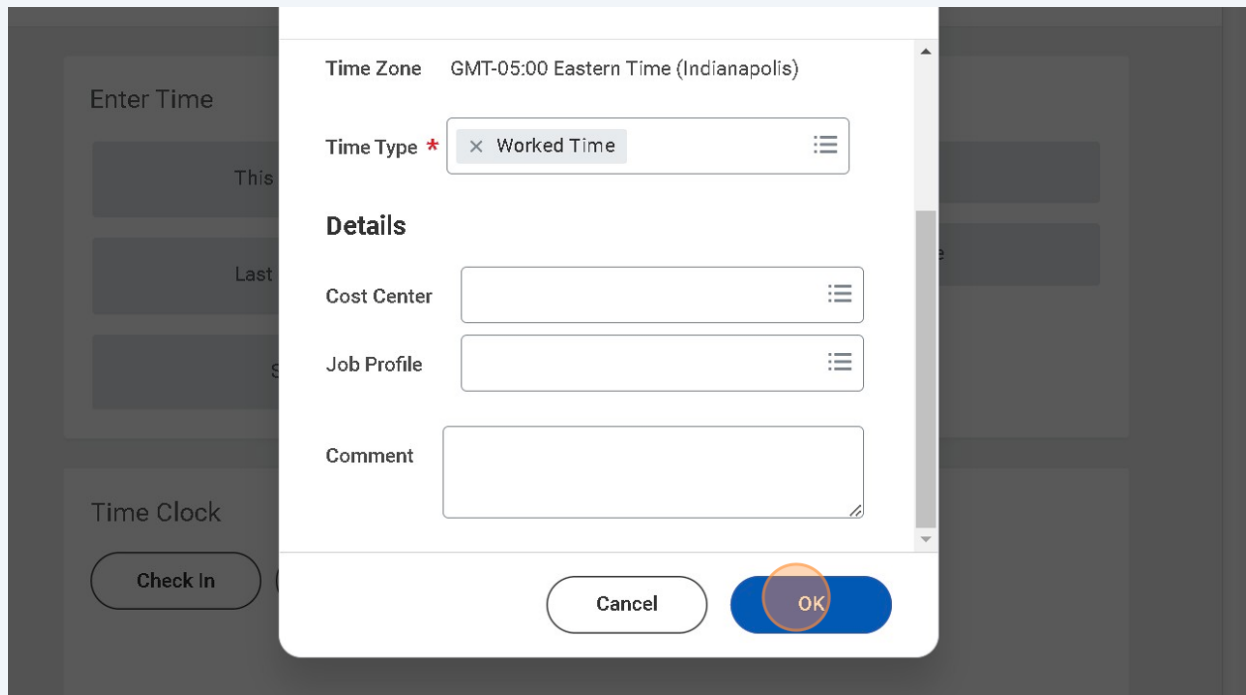
☐ Search

Details

Comment

Check In

6 Click "OK"

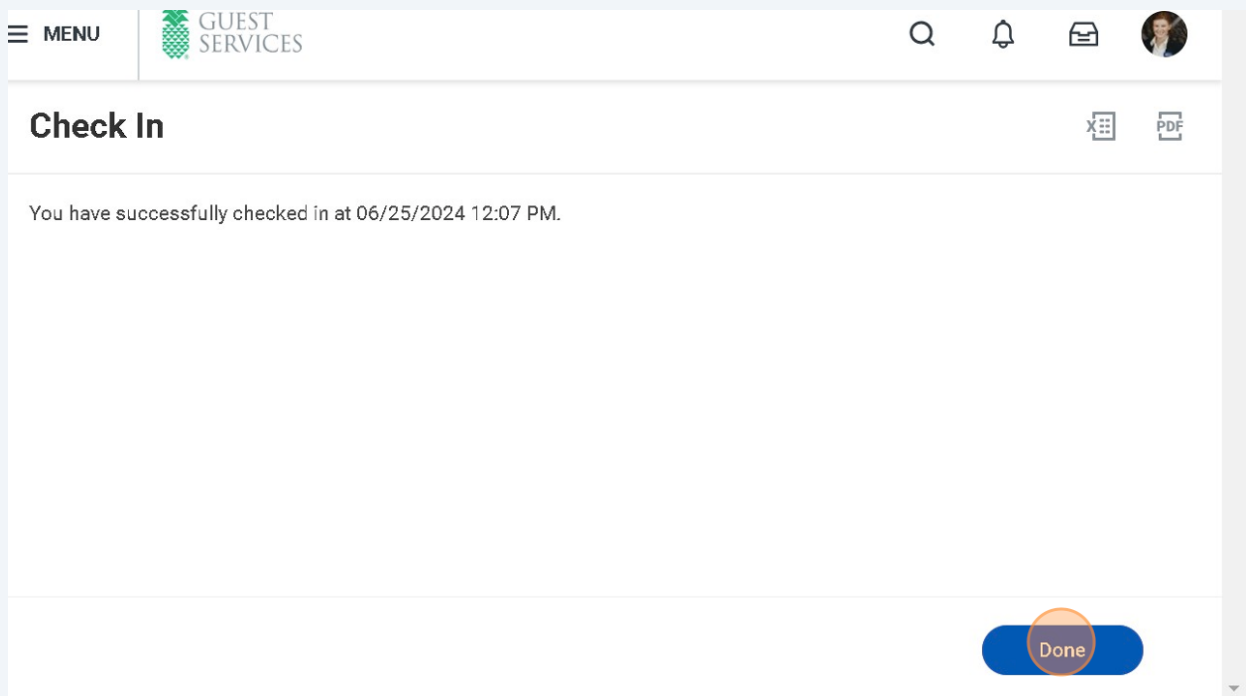


The screenshot shows a mobile application interface with a modal dialog box titled "Enter Time". The dialog box contains the following fields and options:

- Time Zone:** GMT-05:00 Eastern Time (Indianapolis)
- Time Type:** A dropdown menu with "Worked Time" selected and a red asterisk indicating a required field.
- Details:**
 - Cost Center:** An empty text input field.
 - Job Profile:** An empty text input field.
 - Comment:** A larger empty text input field.
- Buttons:** "Cancel" and "OK" buttons at the bottom right. The "OK" button is highlighted with an orange circle.

In the background, a "Time Clock" section is visible with a "Check In" button.

7 Click "Done." You have now clocked in.



The screenshot shows the "Check In" confirmation screen of the mobile application. The header includes a "MENU" icon, the "GUEST SERVICES" logo, and navigation icons for search, notifications, and a user profile. The main content area displays the message: "You have successfully checked in at 06/25/2024 12:07 PM." At the bottom right, a blue "Done" button is highlighted with an orange circle.

8 Click "Check Out" to clock out.

The screenshot shows a web interface for a time clock. It has two main columns. The left column is titled 'Enter Time' and contains three buttons: 'This Week (0 Hours)', 'Last Week (0 Hours)', and 'Select Week'. The right column is titled 'View' and contains two buttons: 'My Time Off' and 'Time Off Balance'. Below these columns is a 'Time Clock' section. It shows a green checkmark and the text 'Checked In at 12:07 PM'. Below this are two buttons: 'Check In' (white with black text) and 'Check Out' (black with white text). The 'Check Out' button is highlighted with an orange circle.

9 Click the "Out" field if your shift is over, or "Meal" if you are clocking out for a break.

The screenshot shows a modal dialog box with a white background and a gray border. At the top, it says 'Please select a reason for checking out. You will be checked out once you click OK.' Below this, there are four fields: 'Worker' with a red asterisk and the value 'Sophie Giant (100013)', 'Date' with a red asterisk and the value '06/25/2024', 'Time' with a red asterisk and the value '12:08 PM', and 'Time Zone' with the value 'GMT-05:00 Eastern Time (Indianapolis)'. Below these fields is a section titled 'Reason'. It has two radio buttons: 'Meal' (unselected) and 'Out' (selected, highlighted with an orange circle). At the bottom right of the dialog are two buttons: 'Cancel' (white with black text) and 'OK' (blue with white text).

10 Click "OK"

Please select a reason for checking out. You will be checked out once you click OK.

Worker * Sophie Giant (100013)

Date * 06/25/2024

Time * 12:08 PM

Time Zone GMT-05:00 Eastern Time (Indianapolis)







Reason

☐ Meal



☒ Out

11 Click "View My Calendar" to see a detailed view of your time.

On behalf of: Sophie Giant (100013)

 MENU  GUEST SERVICES    

Check Out

You have successfully checked out at 06/25/2024 12:08 PM.

[View My Calendar](#)

12 Click "Review"

< Tuesday, June 25, 2024 >

Sat	Sun	Mon	Tue	Wed	Thu	Fri
22	23	24	25	26	27	28

Hours: 0.25

7 AM

8 AM

9 AM

10 AM

Review

13 Scroll through to review your time for the pay period.

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

June 15 – 28, 2024 : 0.25 Hours

Total for June 15 – 28, 2024

Total Hours	0.25
Regular Hours	0.25
Time Off Hours	0
Overtime Hours	0
Differentials	0

Cancel Submit

14 Click "Submit." Your time will route to your manager for approval.

Following date range will be submitted for approval.

June 15 – 28, 2024 : 0.25 Hours

Total for June 15 – 28, 2024

Total Hours	0.25
Regular Hours	0.25
Time Off Hours	0
Overtime Hours	0
Differentials	0
Lumpsum Dollar Payments	0

[Cancel](#) [Submit](#)