Enter Time
Job Title CUSTODIAN 1

Employee Affirmation

OK
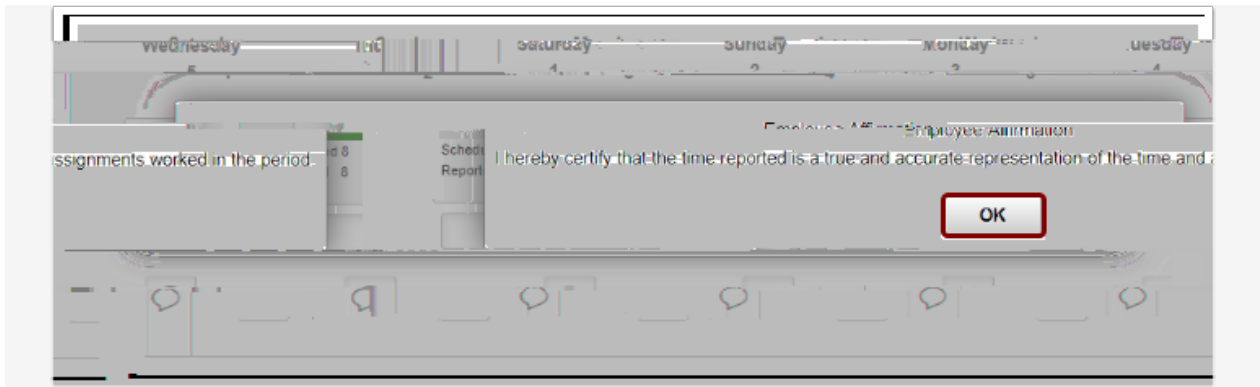
Enter Time

additional TRC

- (+)
-
-
- **Submit** **OK.**

Comp Time

- (+)
- CTE
-
- **Submit** **OK.**

Comp Time

- **(+)**
- **CMP**
-
- **Submit** **OK.**

-
- **Submit** **OK.**

- (-35 tri5(new)6(g)h d Td[ue)-5(9 o)6(f) t .65(ree8(han)-66(to)6(i)26-5(M Td[ue)a)6(Td[do

Enter Punch Time

Navigation: Employee Self Service (homepage) > Time (tile/homepage) > Enter Time (tile)

Time

   Enter Time

   View Legend

   Time Reporting Code (TRC)

- **In**
- **Lunch**
- **In (from Lunch)**
- **Out:**

- **In**
- **Out**

-
-

- **(+)**
-
-
- **Submit**

Semi-Monthly Period

Clear   Submit

Saturday

Jun