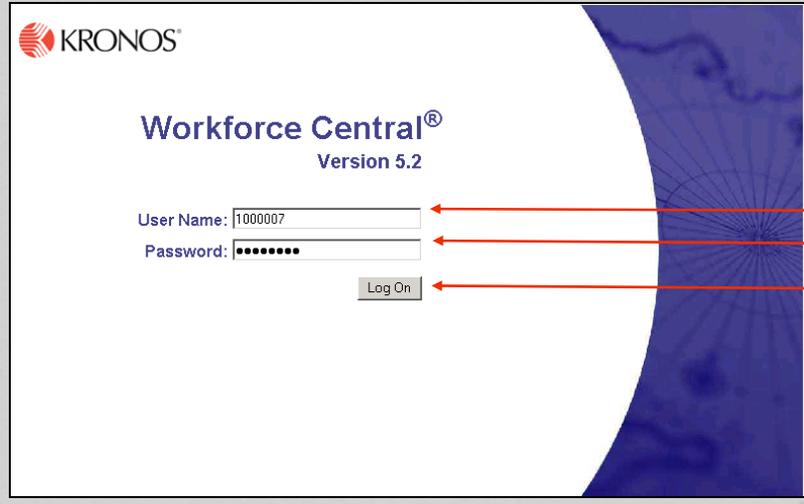


Starting the myTime Application

- 1 Open your Web browser.
- 2 Access myTime from Employee Self Service.
- 3 On the Log On page, enter your *username* and *password*. This information is case-sensitive.
- 4 Click **Log On**.



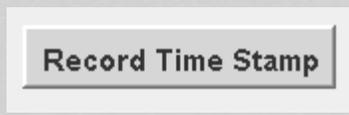
- User Name**
Made up of your 7 digit employee ID.
- Password**
Enter network password.
- Log On**
Verifies User Name and Password and opens the application.

Recording a Timestamp (Single Job)

- 1 Click My Links
Click Time Stamp.



- 2 Click Record Time Stamp.



Recording a Timestamp (Multiple Job)

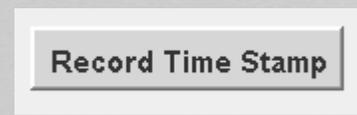
- 1 Click My Links
Click Time Stamp.



- 2 Click the drop-down arrow in the **Transfer** field and select the desired job from the list. The list will contain only valid jobs for this employee.

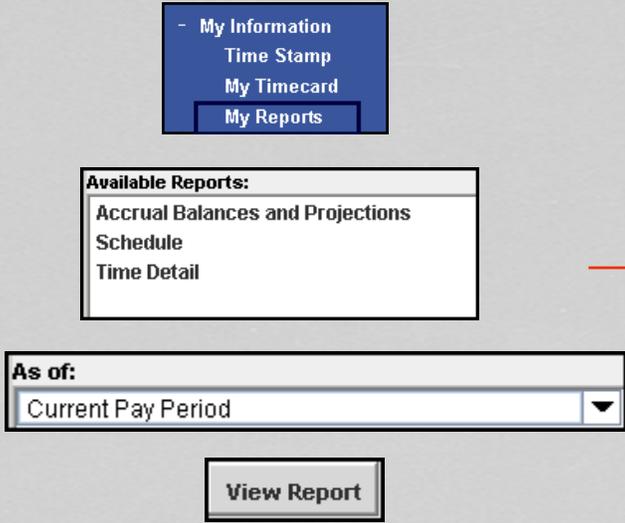


- 3 Click Record Time Stamp.



Generating Reports

- 1 Select **My Reports** from the navigation bar.
- 2 Select the appropriate report.
- 3 Specify the appropriate range of dates in the **Time Period** field.
- 4 Click **View Report**.



The screenshot shows a navigation bar with four items: 'My Information', 'Time Stamp', 'My Timecard', and 'My Reports'. The 'My Reports' item is highlighted. Below the navigation bar is a dropdown menu titled 'Available Reports:' with three options: 'Accrual Balances and Projections', 'Schedule', and 'Time Detail'. Below the dropdown is a field labeled 'As of:' with a dropdown menu showing 'Current Pay Period'. At the bottom is a button labeled 'View Report'.

Available Reports:

Accrual Balances and Projections provides the number of hours available for each accrual type such as sick and vacation.

Time Detail provides all of your timecard details in a report format. Such as punch times and non-worked time.

Schedule provides your schedule for the specified schedule period.

Exiting myTime

- 1 Select **Log Off** on the navigation bar.



The screenshot shows a single button labeled 'Log Off'.

Inactivity Time Out
When the system detects 15 minutes of no activity you session times out. You may either continue to log off or enter your password to remain connected.