

Introduction

This document explains how office staff should clock in and out.

Submission guidance

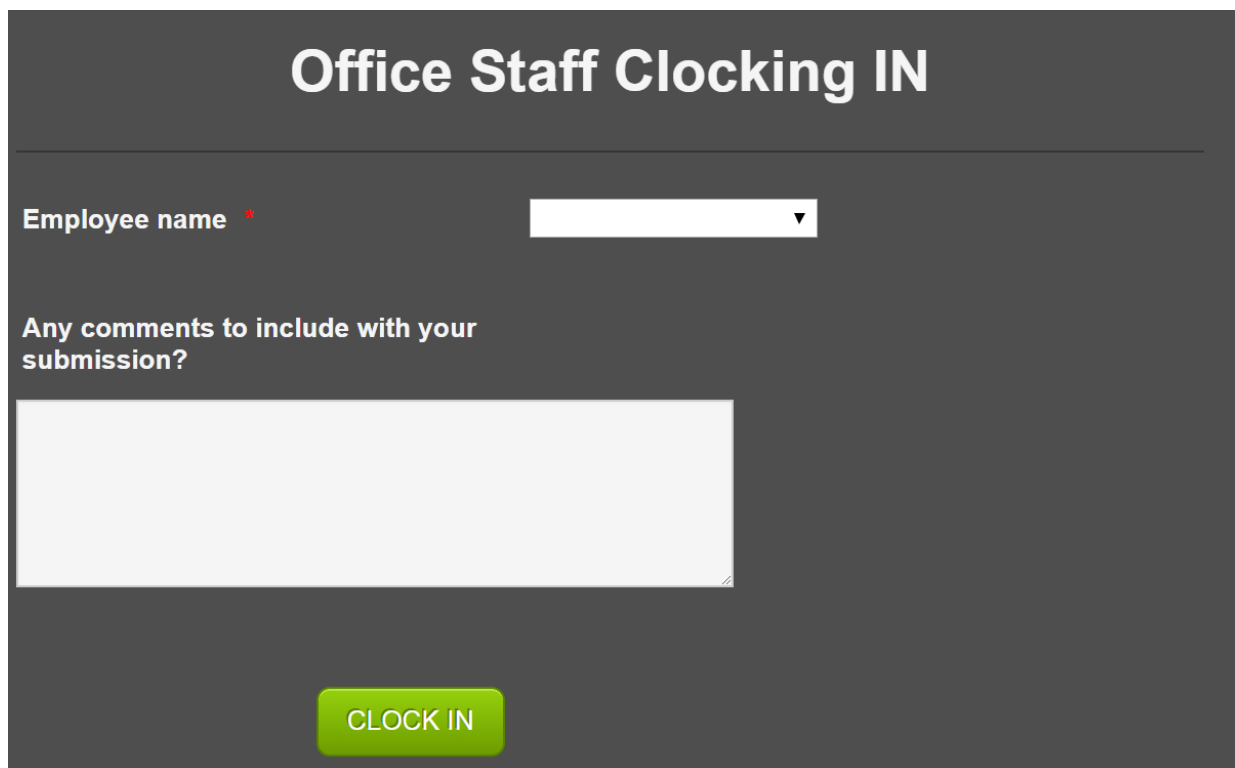
The clocking in and out functions are located on the HR pages on the Staff Intranet.

Office staff clocking in and out

[Clock IN](#)[Clock OUT](#)[Submission Guide](#)

Email hope.ronald@abcasystems.co.uk if there is any reason why you cannot clock in.

When clocking in at the start of a shift, click on the green 'Clock IN' button in the intranet and the following screen will launch in a new window:



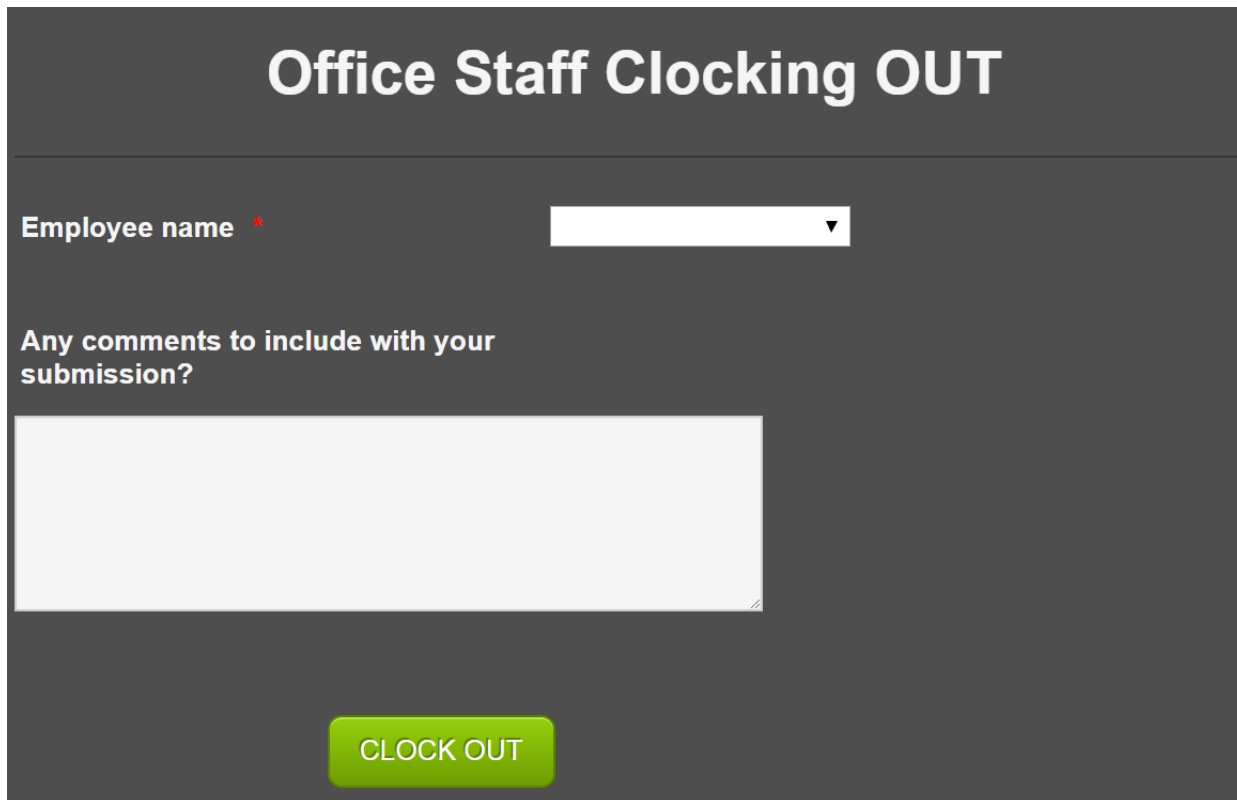
The screenshot shows a dark grey interface with the title "Office Staff Clocking IN" in large white text. Below the title is a white input field for "Employee name" with a red asterisk and a dropdown arrow. Underneath is a text area for "Any comments to include with your submission?". At the bottom is a green "CLOCK IN" button.

Select your name from the Employee name drop-down menu, and add any comments that you feel are relevant to the clocking in time which will be recorded. Click on the 'CLOCK IN' button to make your submission. Once submitted you will receive an email receipt for the time which you clocked in.

Examples of comments you could make are

- *"I was late this morning due to having a dentist appointment, as agreed in advance with line manager."*
- *"I was started early to do overtime, as agreed in advance with line manager."*

When clocking out at the end of a shift, click on the red 'Clock OUT' button on the intranet and the following screen will launch in a new window:

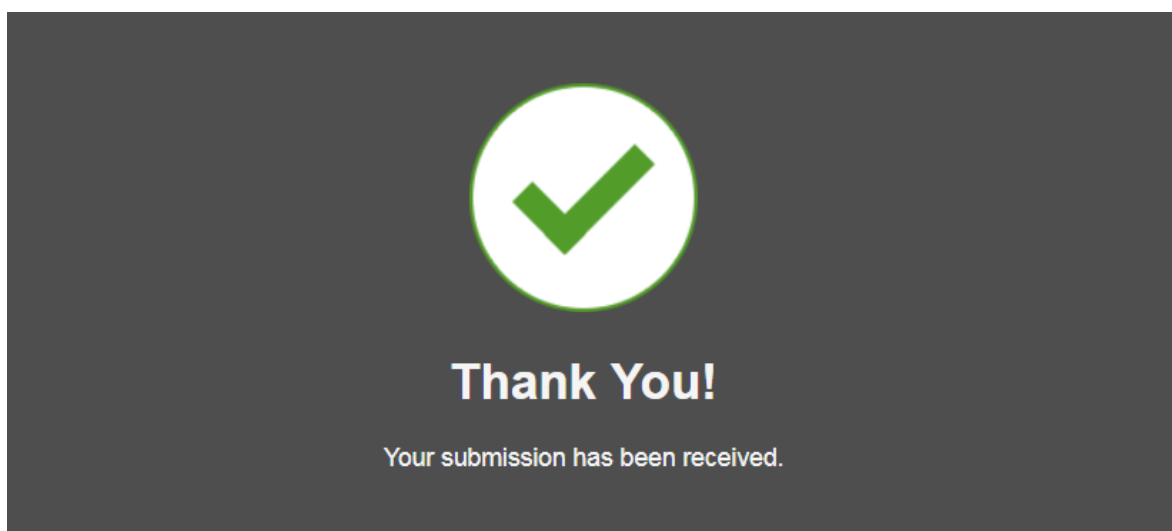


Select your name from the Employee name drop-down menu, and add any comments that you feel are relevant to the clocking in time which will be recorded. Click on the 'CLOCK OUT' button to make your submission. Once submitted you will receive an email receipt for the time which you clocked out.

Examples of comments you could make are

- *"I finished early due to having a doctor's appointment, as agreed in advance with line manager."*
- *"I worked late doing overtime, as agreed in advance with line manager."*

Once submitted, a thank you message will appear.



If receipt emails are not received then contact HR

If the clocking in process isn't working then email HR straight away so that your email time can act as your clock in / out time.

Declaration

I confirm that I have read and understood ASLGN297 Office Timesheet Submission Guide.

Employee name:	
Employee Signature:	
Date:	