Time & Attendance – Exempt Staff

Logging In
1. Go to https://timekeeping.claremont.edu and enter your HMC credentials.
2. Click the Login button.

Entering Time Off
1. Access the My Timecard widget.
2. In the timecard grid, select a day and click the Pay Code cell.
3. From the Pay Code drop-down list, select the applicable pay code.
4. Click the Amount cell for the day.
5. From the Amount drop-down list, select the applicable amount of time or enter the duration of hours.
6. Click Save.

Adding Comments
1. Access the My Timecard widget.
2. Right-click the applicable In or Out Cell.
3. Click the Comments option in the Punch Action call out.
4. Select the applicable comment(s) from the drop-down menu.
5. Click Ok.
6. Click the Save button within the timecard.

Requesting Time Off
1. Access the My Calendar widget.
2. On the top right, select the Request Time Off button.
3. Provide a start and end date and pay code type. Ex: Sick or Vacation.
4. In the Start Time cell, provide your usual time in.
5. In the length cell, provide the length of a work day only (8 or 4 hours).
6. Click Submit.
7. An email will be sent to your supervisor for review. Once your supervisor takes action on your request, an email will be sent back to you.

Reviewing Time Off
You can review any time off balances you have accrued right in your timecard. Make sure the My Timecard widget is in a primary view.
1. In the My Timecard widget, make sure you are viewing the date for which you would like to view your balance.
2. Select the row of the date you want to check your balance, and select the Accruals tab at the bottom of your timecard. Your accrual balance will appear in the tab.

Approve Timecard
1. Access the My Timecard widget.
2. In the Time Period field, verify that you are viewing the relevant period.
3. Click the Approve Timecard button.
4. Select Approve Timecard from the drop-down and verify that your timecard is approved reviewing the Timecard is Approved notification. The background of the timecard will now be colored yellow.

Signing Out
1. Click Sign Out, located in the top-left corner.
   *We recommend that you always end your work session.