

## 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**.

Pay Code	Amount
Vacation	8.0

**Note**  
To add a pay code for a partial shift, enter in your worked punch out, click on the Plus (+) to add a new row and follow the steps above.

## 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.

**Note**  
To add a comment to the In or Out cells, the cell must be populated with a time.

## Running a Report

1. Access the **My Reports** widget
2. From **Available Reports**, select **My Accrual Balances and Projections**.
3. If not running the report using today's date, from the **Time Period** drop-down list, select the **Specific Date** for which you want to run the report.
4. In the **Date Field**, enter or select the applicable date.
5. Click the **View Report** button.
6. To print the report, click the print icon within your browser.

**Note**  
Another valuable report is the Time Detail report, which provides details regarding the account you work under and any time code edits.

## 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).

Start date	End date	Pay code	Duration	Start time	Length
X 9/25/2017	9/29/2017	Vacation	Hours	8:00AM	8.0

+ Add another time-off period

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.

**Note**  
If your request runs through a weekend, do not include the weekend with your request. Rather, create a separate request for each week.

## Reviewing Time Off

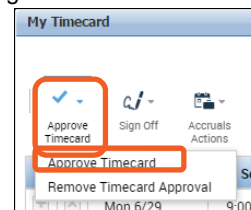
You can review any time off balances you have accrued right in your timecard. Make sure the My Timecard widget is in a primary view.

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.

Totals		Accruals			
Location	Job	Account	Pay Code	Amount	
Test	PMon	102/203/319/401/531	Regular	4:00	

## 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.