

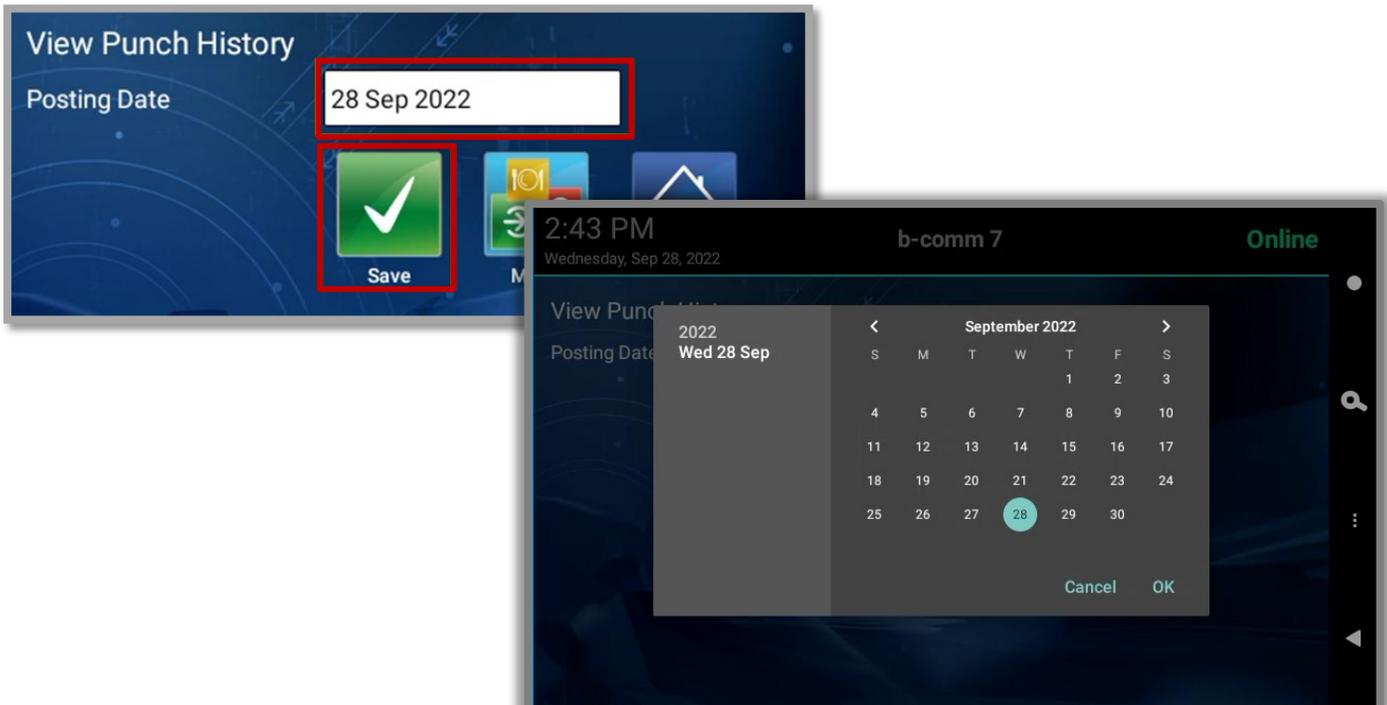
HOW TO VIEW PUNCH HISTORY & ACCRUAL BALANCES

A. View Punch History

1. Swipe ID badge at the time clock to log into your account. After swiping your name will appear and you will be taken to the home screen.
2. In the home screen, select the **View Punch History** button.



3. To view the punch history for a specific date, select the date field to display a 1-month calendar.
4. Select your desired date from the calendar view and select the **Save** button.



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5. All in and out punches will display for the date selected. Select the **Done** button when you are done viewing your punch history to log out from your account.
 - a. *If you would like to view your punch history for a different date, select the **Menu** button and repeat steps 1 through 4. No re-swipe is necessary.*

Event	Stage	Punch Time Stamp
Clock Into Position	Start	2022-09-28 02:37:11 PM
Meal Start	Start	2022-09-28 02:38:05 PM
Request Time Off	Elapsed	2022-09-28 02:39:22 PM
Meal Stop	End	2022-09-28 02:40:44 PM
Meal Start	Start	2022-09-28 02:41:38 PM
Meal Stop	End	2022-09-28 02:41:49 PM
Clock Out	End	2022-09-28 02:42:14 PM

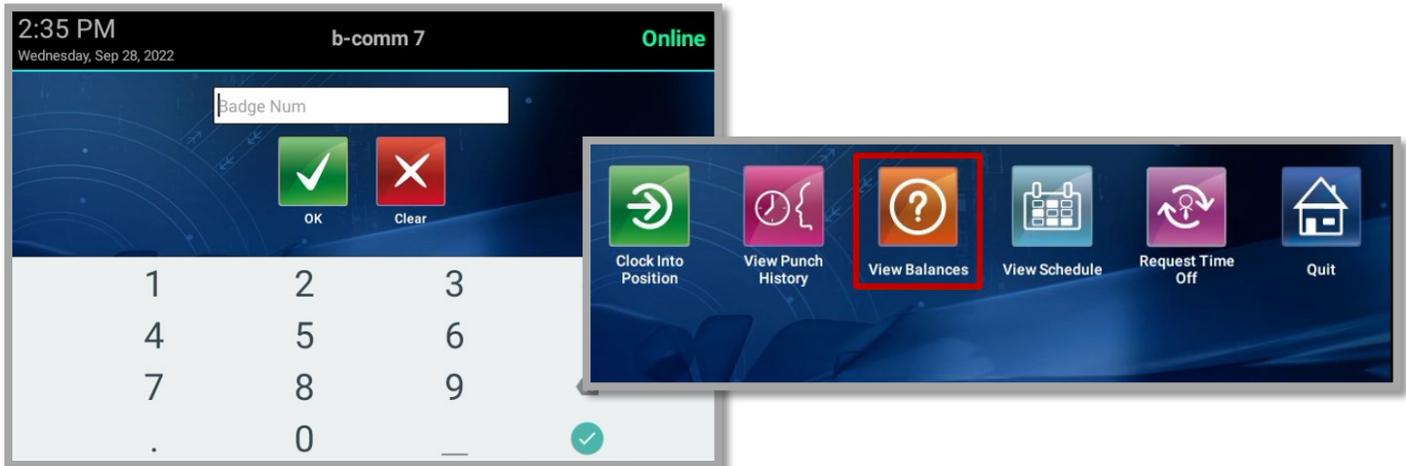


The screenshot shows a dark blue navigation bar at the bottom of the screen. It contains three buttons: a green square with a white checkmark labeled "Done", a blue square with a white clock icon, a green square with a white right-pointing arrow, and a red square with a white left-pointing arrow labeled "Menu", and a blue square with a white house icon labeled "Quit". The "Done" button is highlighted with a red border, and the "Menu" button is highlighted with a yellow border.

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B. View Balances/Accruals

1. Swipe ID badge at the time clock to log into your account. After swiping your name will appear and you will be taken to the home screen.
2. In the home screen, select the **View Balances** button.



3. Accrual Balances for vacation, sick and personal time will display.

Balance Code	Description	Year	Balance Value
ABSENCE_PLAN-	Vacation	2022	205.380
ABSENCE_PLAN-	Sick	2022	112.000
Personal	Personal	2022	24.000

At the bottom of the screen, there are three buttons: 'Done' (a green checkmark icon), 'Menu' (a green icon with a clock and a person), and 'Quit' (a blue house icon).