Reporting Hours Worked

Employee Job Aid

Reporting Time in ExponentHR

With one click using the Time Clock Widget in ExponentHR, you clock in and out to record your hours. At the end of a reporting period, management can then review the reported hours to ensure that you are properly compensated.

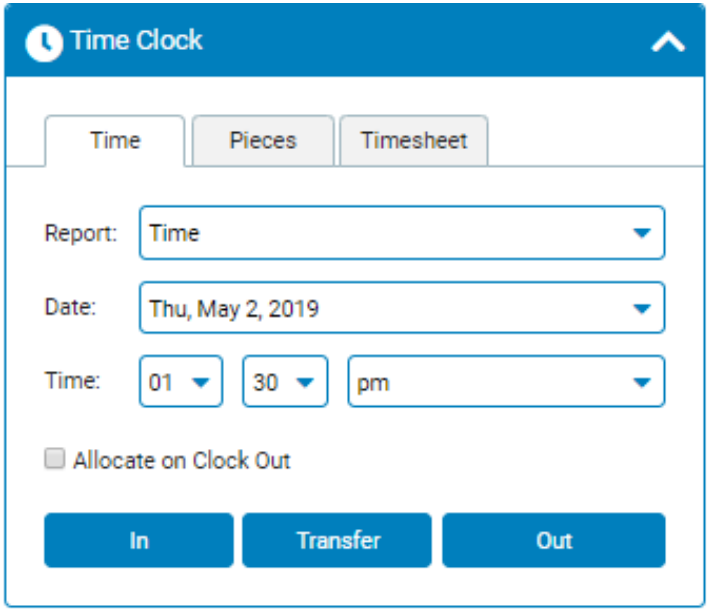
Time Clock Widget

- To clock in/out, log into ExponentHR. If you elected to have the Time Clock Widget on your dashboard, it will be on the first page.

  Note: To add the Time Clock Widget, click on the Configure Dashboard

  Configure Dashboard , check the box next to Time Clock, and click Apply.

- The Time Clock Widget will display the current date and time. Click on the In or Out button to complete your desired action.
- To see all punches within the pay period, click on the Timesheet Tab.

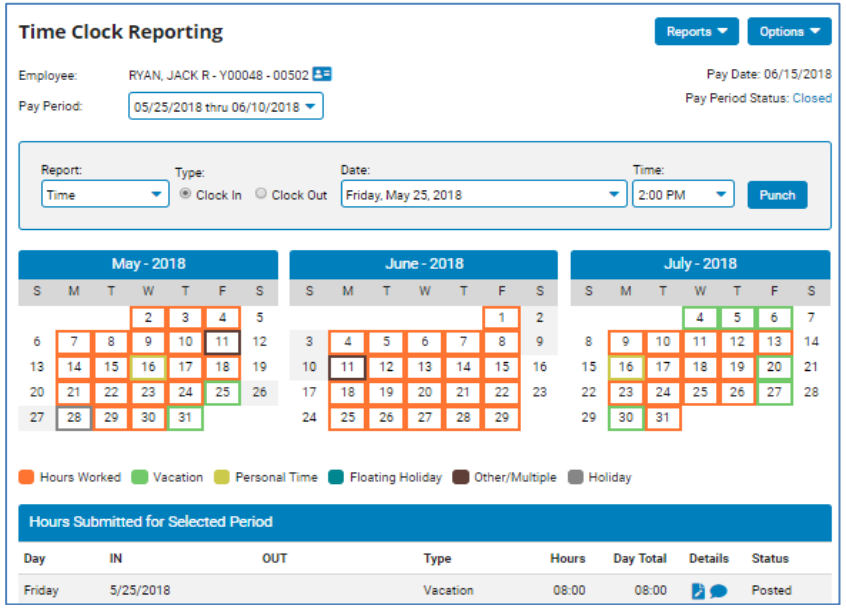


Note : Failure to report your total hours worked on time and prior to the deadline for each pay period may result in your pay being inaccurate or delayed until the next payroll cycle.

Time Reporting Using the Menu

NAVIGATE: Time and Pay > Report Time

- To report time, select Time in the Report drop down list.
- Confirm Type (Clock In/Out), the date, and time is correct, and if not, make the necessary adjustments before clicking punch.



Editing Punches and Adding Notes

NAVIGATE: Time and Pay > Report Time

- To edit a punch or add a note, click on the Edit Icon . A pop-up will appear to add the note or make an edit. Make sure to click Save when you are done.

  Note : If a punch has a corresponding note, a conversation bubble will be on the line.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.