Reporting Time in ExponentHR

With one click using the Time Clock Widget in ExponentHR, you can 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 report hours only, 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.

- Change the Report Field to Hours Only and then select the number of hours and minutes for the day. Click Submit.

- To view the Hours worked, click on the Timesheet Tab.

Time Reporting Using the Menu

NAVIGATE: Time and Pay > Report Time

- To report your hours worked, select Hours Only in the Report drop down list. Then confirm the date and the amount of time worked on the day.

- Time In and Out are optional fields used for record keeping only and have no effect on the amount of time entered.

- If you need to allocate your hours, please use the Edit Icon 📄 .

Editing Hours and Adding Notes

NAVIGATE: Time and Pay > Report Time

- To edit the hours worked 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 line has a corresponding note, a conversation bubble 💬 is displayed.

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.