API Time and Attendance Training
Your login is your current Network User Name and Password. Click login after information is entered.

To Quick Badge in enter login information, check the Quick Badge Only box and click login.

Use this Quick Badge option when no special code, quick code, or floating is necessary.
**HOME SCREEN**

The green background behind the section icon indicates you are currently viewing the Home section.

The bars across the screen are cards.

The red arrows on the far right of the cards are details buttons. Open to view details of that card.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Announcements</td>
<td>special Hospital announcements</td>
</tr>
<tr>
<td>My Unread Messages</td>
<td>view personal messages</td>
</tr>
<tr>
<td>My Transaction Requests</td>
<td>all transactions you have requested</td>
</tr>
<tr>
<td>My Calendar/Month View</td>
<td>calendar view of your time</td>
</tr>
<tr>
<td>My Bookmarks</td>
<td>displays any quick links set up</td>
</tr>
</tbody>
</table>

Good Morning, Melinda
Quick Badge is used to badge in and out of your departments using Special Codes, float to another Cost Center, or float to an Alternate Job Class.

Enter all related information in the appropriate box and click Save to record clocking.

**IMPORTANT!**
When clocking to job code 2, you must use the JOB2 Special Code AND Quick Code to Job 2.

Helpful Hint:
Place cursor in each field to populate a list of codes in the right pane under Field Look Up Values.
You can enter up to five Special Codes.

Field values for Special Codes, Quick Codes and Cost Centers.

Quick Badge is used to badge in and out of your departments using Special Codes, float to another Cost Center, or float to an Alternate Job Class.
In the Employee Navigator section you will be able to access your personal information regarding your time.

Click on the red arrow to the right of the card title to open and view Exceptions and Benefit Balances. NOTE: Exceptions can prevent you from being paid!

Your Clockings and Calendars are listed in the Transaction List.

You can view the current pay period, one prior pay period, or the following pay period by clicking on the Pay Period drop down.

Click on the red arrow to open and view your Pay Distribution for the current pay period, an hourly and weekly breakdown of hours.
EMPLOYEE SCREEN (TIME CARD SCREEN) CONTINUED...

How to request a clocking...

Under Employee Favorites, click Add Calendar to request a calendar day or click Add Clocking to request a missed clock time.

Enter the date of the clock, the time of the clock, special code, if any, and the reason you are requesting the clock (i.e. missed clock).

Click Save to send the request.

How to request a calendar...

Enter date, pay code, time and hours with the reason you are requesting the calendar day.

Click Save to send the request.
Once you have reviewed your time and cleared all exceptions, click Employee Sign Off to electronically sign off on your time records.

The Monthly View screen is where you can view your clocks and also request consecutive and non-consecutive calendar days.

Non-consecutive days: hold down the Control button and click on the days you would like to request. Click Add calendar and enter appropriate information.

Consecutive days: click on the Calendar to begin, hold down the Shift key and drag over the rest of the dates you wish to add. Click Add calendar and enter appropriate information.

Helpful Hint: When requesting multiple calendar days, be sure to only put total hours for one day and NOT total hours you are requesting off.