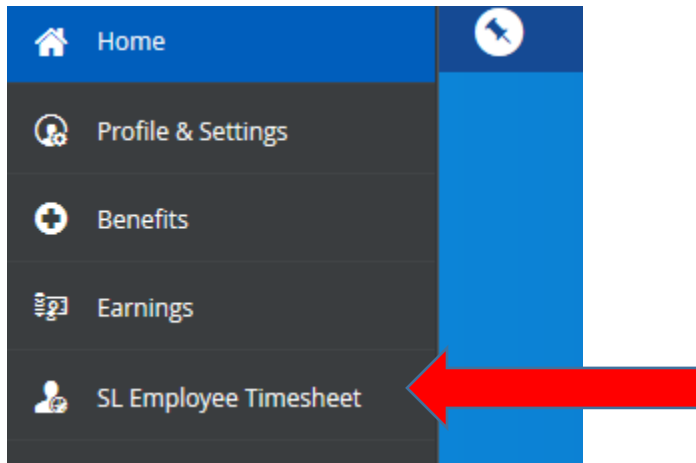
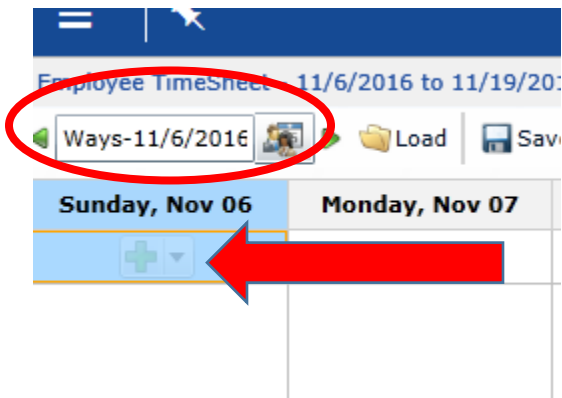


## Punching In and Out On Your Timesheet

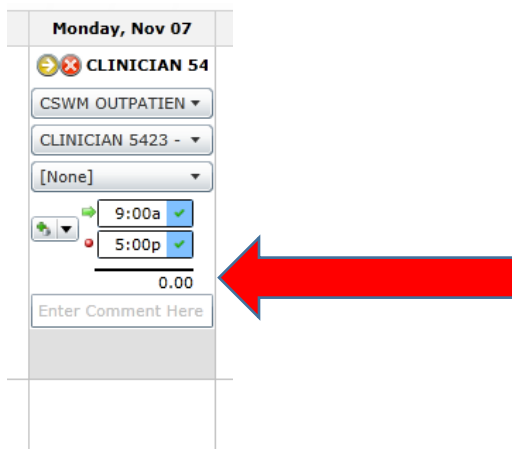
- 1) Select SL Employee Timesheet from the Menu.



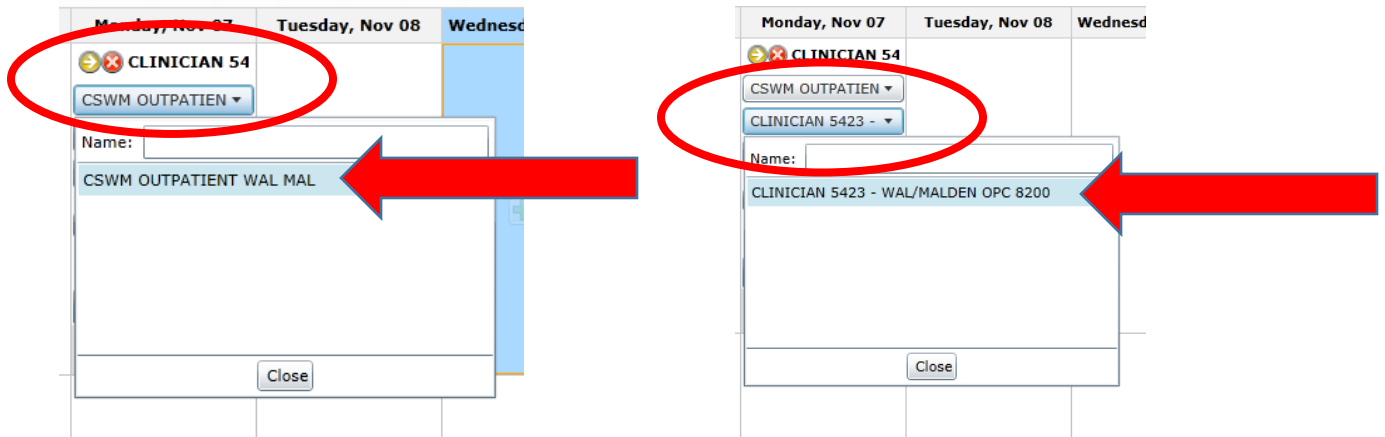
- 2) Make sure you select the correct week. Click on the Green Plus Sign to add a shift.



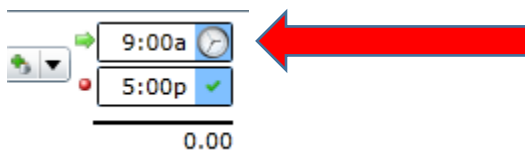
- 3) A default 9:00am to 5:00pm shift will appear with zero hours allocated for it.



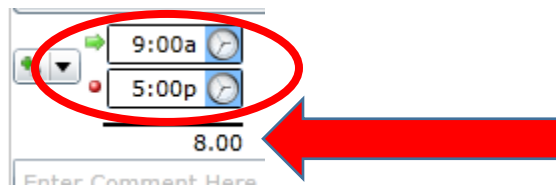
- 4) If you have one position with Wayside, it will default to that position. If you have more than one position within the agency, **make sure to select the correct Location and the correct Position.**



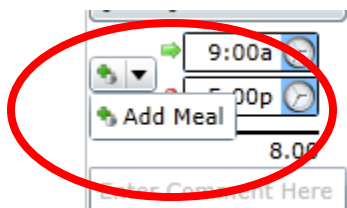
- 5) To Punch In, Click on the Green Check Mark next to the time until it becomes a Clock.



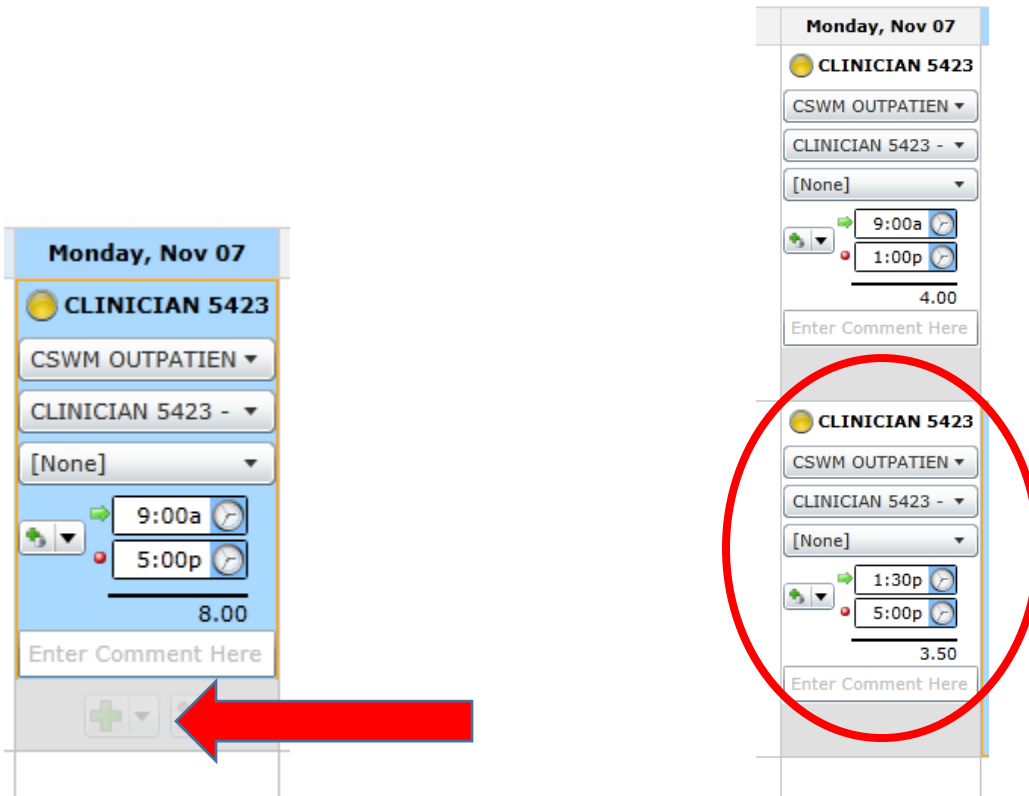
- 6) Hours will not be reflected until there is a Punch In and a Punch Out.



- 7) If you have not waived your lunch break, you can Add a Meal by Clicking on the icon with a small Green Plus Sign on a Coffee Mug and select the duration of the break.



- 8) If you are working more than one shift in the same day, you select the Green Plus Sign to add another shift below the shift you have already documented. Repeat the above process to Punch In and Punch Out.



- 9) Once you have entered in your time, Click Save.

