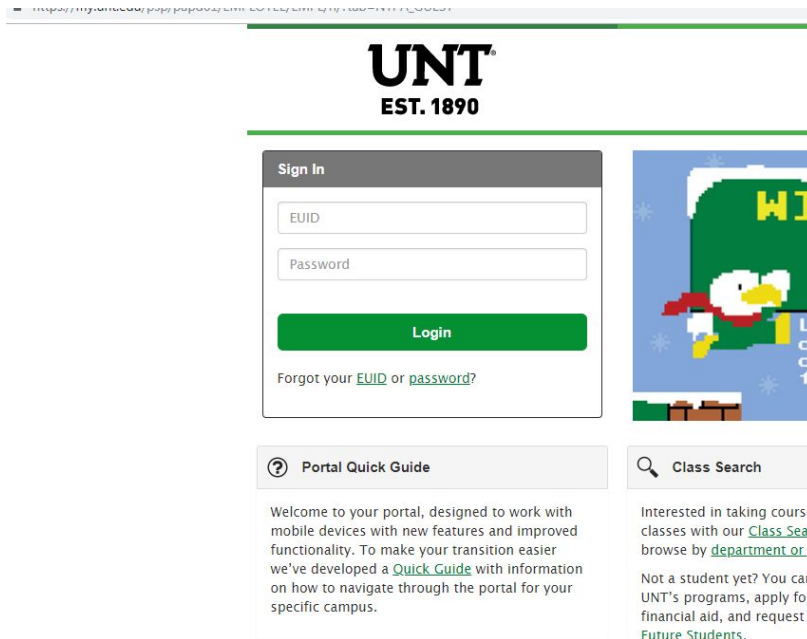
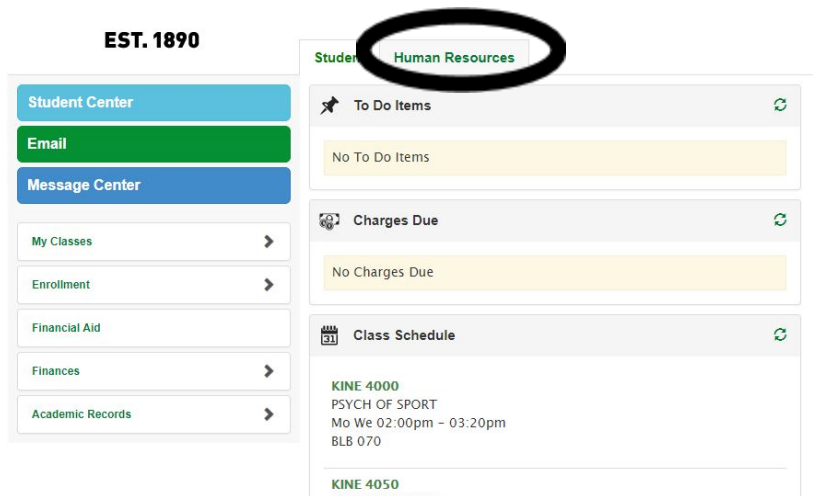


How to Clock In

1st go to my.unt.edu and sign in



2nd click on the tab that says Human Resources



3rd click on the Times Reporting tab

The screenshot shows the Human Resources navigation menu. On the left is a sidebar with links: Student Center, Email, Message Center, I-9 Form, Privacy Elections, Self Service Help, Personal Information, Payroll & Compensation, Manager Self Service, Time Reporting, and Manage Delegations. On the right, under the 'Human Resources' tab, there are sections for 'Time Reporting' (with a clock icon and a refresh icon), 'My Timesheet' (circled in black), 'ePAR: Payroll Action Request' (with a document icon and a refresh icon), and 'Employee Assistance' (with a person icon). Below 'Employee Assistance' are links for 'Alliance Work Partners' and 'Professional help is available for a variety of work and life issues.'

4th Login time make sure to use AM/PM and report Time reporting Code. Click on first option to report Time Reporting Code. Click submit to submit time.

The screenshot shows the Time Reporting form. At the top, there is a 'View By' dropdown set to 'Week', a date field for '10/15/2018', and buttons for 'Previous Week', 'Next Week', and 'Print Timesheet'. Below this, it says 'Reported Hours 8.0'. The main table is titled 'From 10/15/2018 to 10/21/2018' and has columns for 'Add Comments', 'Day', 'Date', 'Reported Status', 'In', 'Out', 'Punch Total', and 'Time Reporting Code'. The rows for Thursday (10/18) and Friday (10/19) are highlighted, and their 'Time Reporting Code' dropdowns are circled in black. The dropdowns show 'RHW - Regular Hourly Wages'. At the bottom are 'Submit' and 'Clear' buttons.

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code
	Mon	10/15	New				
	Tue	10/16	New				
	Wed	10/17	New				
	Thu	10/18	Needs Approval	9:00AM	1:00PM	4.0	RHW - Regular Hourly Wages
	Fri	10/19	Needs Approval	8:00AM	12:00PM	4.0	RHW - Regular Hourly Wages
	Sat	10/20	New				
	Sun	10/21	New				

