

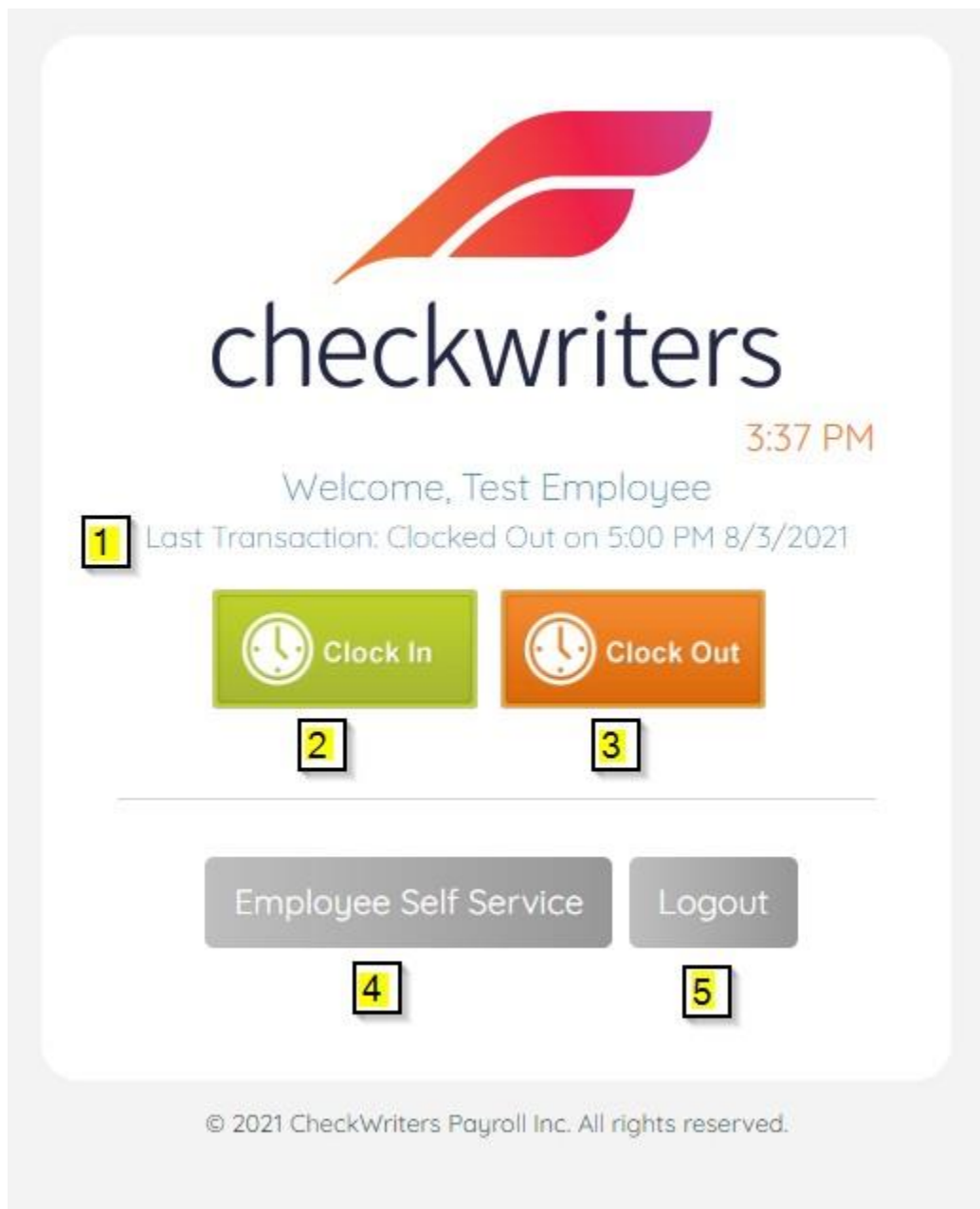


checkwriters

CHECKWRITERS

EMPLOYEE WEB CLOCK GUIDE

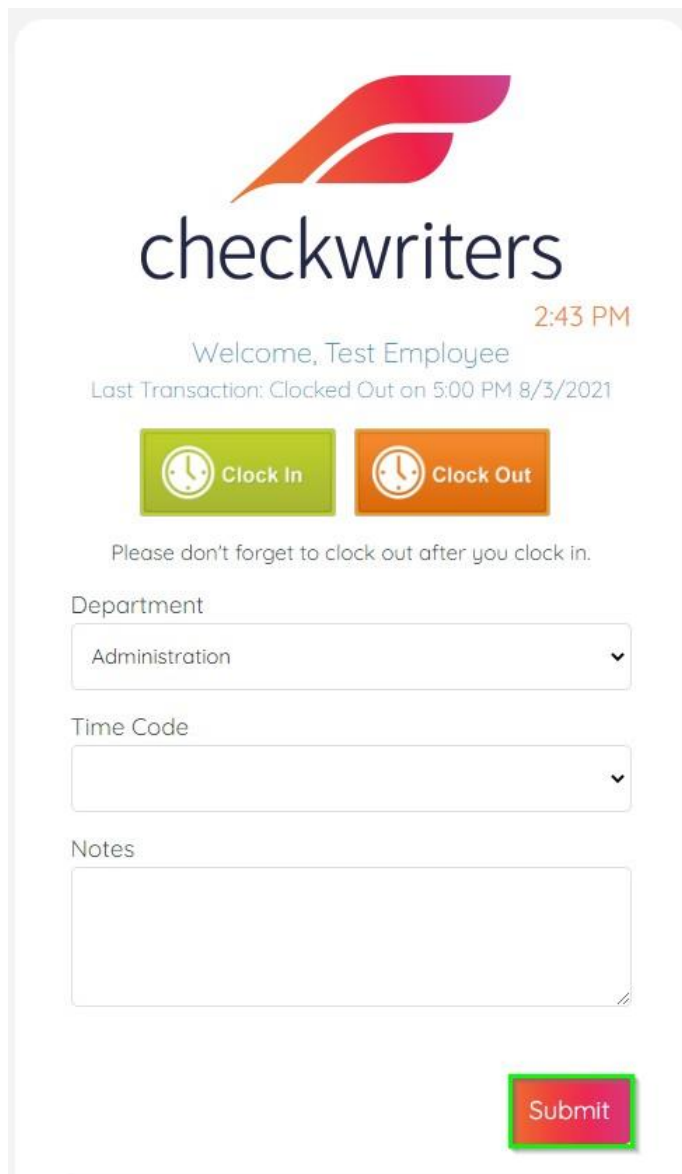
Enter your username and password and select *Login*. You will now be at a screen where you can **Clock In** or **Clock Out**. Below is an explanation of the screen:



1. **Last Transaction** – this will display the last option you selected – either clock in or clock out. Typically, you will be doing the opposite of what is listed here (IE, the last transaction here was a Clock Out, so now the employee would need to clock in)
2. **Clock In** – selecting this button will enable you to clock in.
3. **Clock Out**- selecting this button will enable you to clock out.

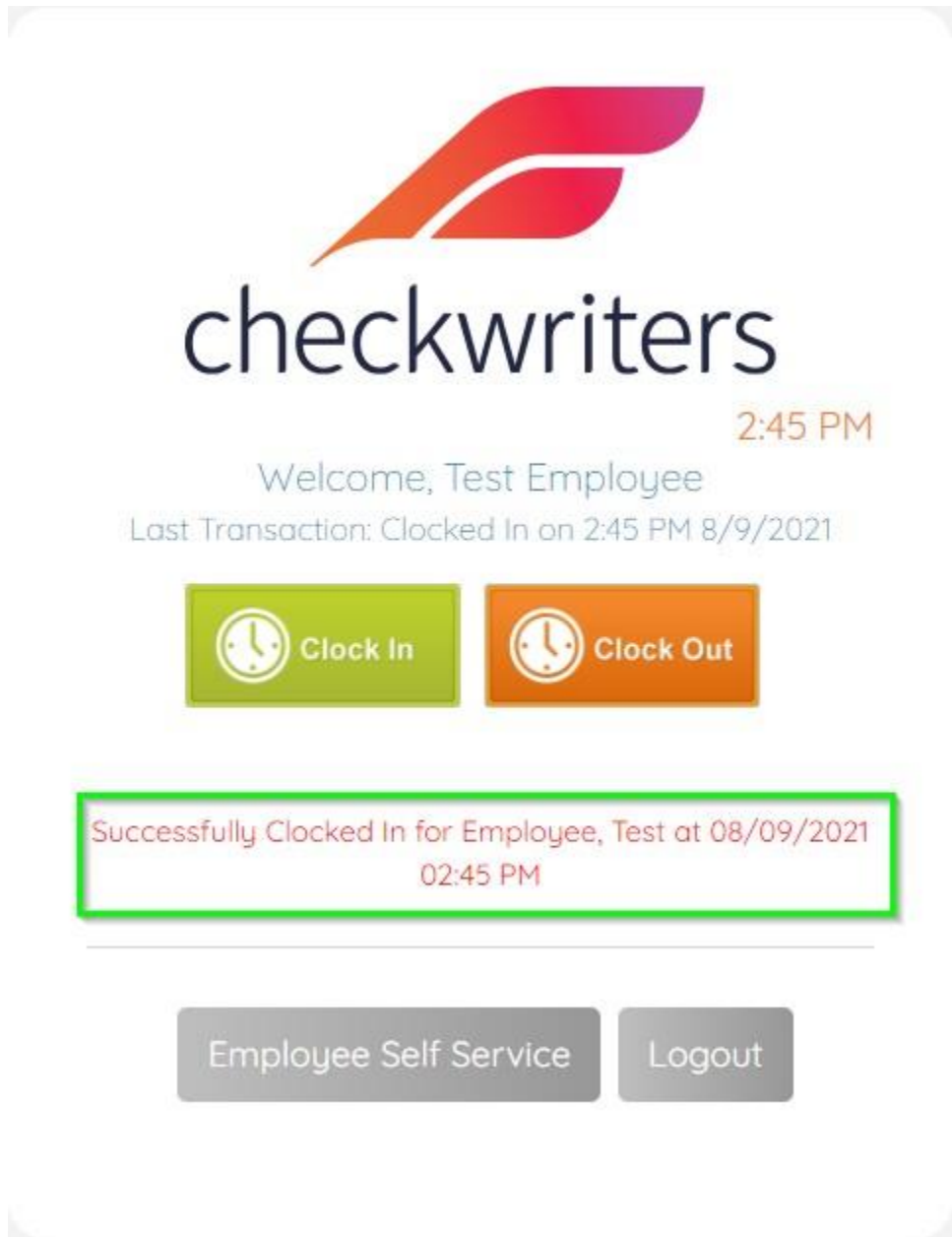
4. **Employee Self Service** – selecting this button will bring you to the dashboard for ESS.
5. **Logout** – selecting this button will log you out.

After selecting *Clock In*, you will be brought to a screen where you can select 'Submit'. In the below example, the employee also has the option to select a Department, Time Code, and enter in notes. Your screen will likely look different than this – sometimes you may only have the 'Submit' option depending on how your company is set up. Select 'Submit' to confirm your clock in.



The screenshot shows the Checkwriters ESS interface. At the top is the Checkwriters logo, a stylized red and orange wing-like shape. Below the logo is the text "checkwriters" in a lowercase, sans-serif font. To the right of the logo is the time "2:43 PM". Below the logo and time is the text "Welcome, Test Employee" and "Last Transaction: Clocked Out on 5:00 PM 8/3/2021". There are two buttons: a green "Clock In" button with a clock icon and an orange "Clock Out" button with a clock icon. Below the buttons is the text "Please don't forget to clock out after you clock in." There are three dropdown menus: "Department" with "Administration" selected, "Time Code" which is empty, and "Notes" which is empty. At the bottom right is a red "Submit" button.

After you've confirmed your clock in or clock out, you will see a confirmation message for the punch. At this point, you can use *Logout* to log out, or you can select *Employee Self Service* to navigate to ESS. ESS is where you would be able to view information such as past pay stubs and your time clock punches for the week.



The screenshot displays the Checkwriters time clock interface. At the top is the Checkwriters logo, a stylized leaf shape in shades of red and orange. Below the logo is the word "checkwriters" in a lowercase, sans-serif font. To the right of the logo, the time "2:45 PM" is displayed in orange. Below the logo and time, the text "Welcome, Test Employee" is shown in a light blue font, followed by "Last Transaction: Clocked In on 2:45 PM 8/9/2021" in a light grey font. There are two buttons: a green "Clock In" button with a clock icon and an orange "Clock Out" button with a clock icon. Below these buttons, a green-bordered box contains the confirmation message: "Successfully Clocked In for Employee, Test at 08/09/2021 02:45 PM". At the bottom, there are two grey buttons: "Employee Self Service" and "Logout".

checkwriters

2:45 PM

Welcome, Test Employee

Last Transaction: Clocked In on 2:45 PM 8/9/2021

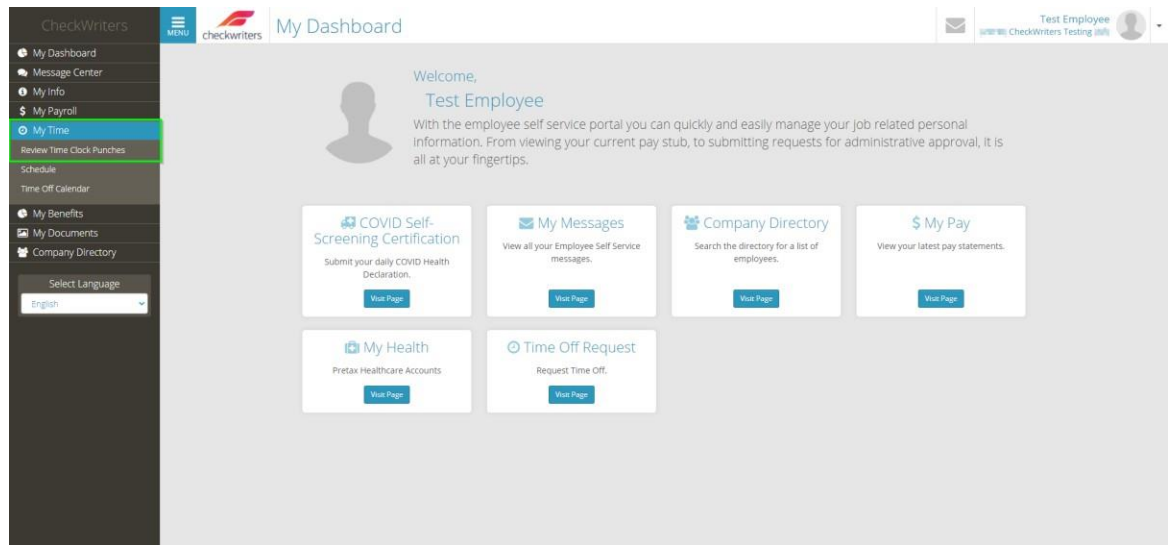
Clock In Clock Out

Successfully Clocked In for Employee, Test at 08/09/2021
02:45 PM

Employee Self Service Logout

Reviewing Time for Pay Periods

If you selected *Employee Self Service* after clocking in or out, you will be brought to the ESS Dashboard. To review your punches for a pay period, select *My Time* on the left menu bar, followed by 'Review Time Clock Punches'.



This will bring you to a screen that will display the current pay period and your hours. In this view, you can only view one week at a time. If your company has a different pay frequency than Weekly, you can select between the weeks with the blue tab above each day. You may also generate a printable .PDF file by selecting 'Print PDF'.

You may also select a different Pay Period by selecting a different week in the calendar.

