## OnShift Time Employee Web View – Time Punching and Timecards

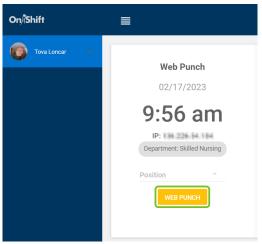
This guide will help you learn how to punch time and view your timecards through OnShift Time's web login.

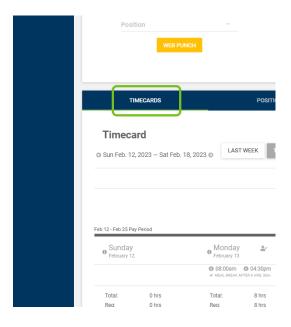
## **Punching In and Out on the Web**

- On a registered computer, visit <u>https://time.onshift.com/login</u> and log in with the credentials given to you by your employer (email and password).
- Once logged in, click the yellow Web
   Punch button and the punch will appear
   on your timecard. If your Web Punch
   button is grayed out and you are on a
   work computer, contact your supervisor.
   They will need to add the computer to
   OnShift Time.

## **Viewing Your Timecard**

You can view your timecard on the web from the same screen you completed your web punch. Timecard information is found at the bottom of the screen under the **Timecards tab**.

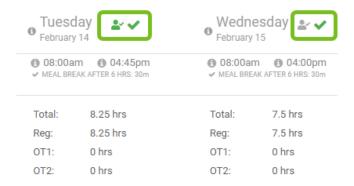








Portions of a timecard approved by you or your supervisor are indicated by icons along each date. The **person icon** shows your actions, the **checkmark icon** shows your supervisor's. If the icon is green, that timecard portion has been approved by the person in that role (you or your supervisor). If it is grey, it has not yet been approved. In this example, Tuesday's timecard has been approved by both users, but the Wednesday punch has only been approved by the supervisor, so needs the employee's approval.



To approve the timecard, click the person icon and affirm the statement that pops up on screen. If you hover over an icon that's been approved, a tooltip will provide more detail on who approved the timecard.

