

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

1. On a registered computer, visit <https://time.onshift.com/login> and log in with the credentials given to you by your employer (email and password).
2. 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.



Feb 12 - Feb 25 Pay Period	
Sunday February 12	Monday February 13
	08:00am 04:30pm ✓ MEAL BREAK AFTER 6 HRS: 30m
Total: 0 hrs	Total: 8 hrs
Red: 0 hrs	Red: 8 hrs



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.

Tuesday February 14		Wednesday February 15	
 		 	
08:00am 04:45pm ✓ MEAL BREAK AFTER 6 HRS: 30m		08:00am 04:00pm ✓ MEAL BREAK AFTER 6 HRS: 30m	
Total:	8.25 hrs	Total:	7.5 hrs
Reg:	8.25 hrs	Reg:	7.5 hrs
OT1:	0 hrs	OT1:	0 hrs
OT2:	0 hrs	OT2:	0 hrs

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.

Tuesday February 14	
 	
08:00am 04:45pm ✓ MEAL BREAK AFTER 6 HRS: 30m	
Total:	8.25 hrs
Reg:	8.25 hrs
OT1:	0 hrs
OT2:	0 hrs

Approved
T Harris - Admin
02/16/2023 10:09AM