



Time & Labor Basics

Employee Portal Guide

Updated 04/22/2021
Questions? Call 855-792-2808



Getting Started

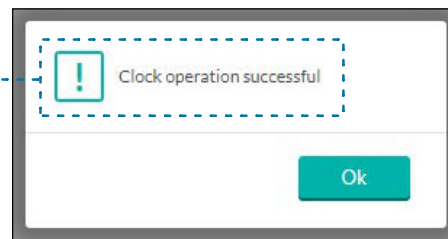
This guide will briefly explain how to use the Time & Labor system in the PrismHR Employee Portal. You can log into your Employee Portal using the button below. Once logged in, continue onto the following steps.

Employee Portal Login

1. Navigate to Time Entry

Select 'Time Entry' on the dashboard. You will be re-directed to **TimeClock Plus** and see the following menu.

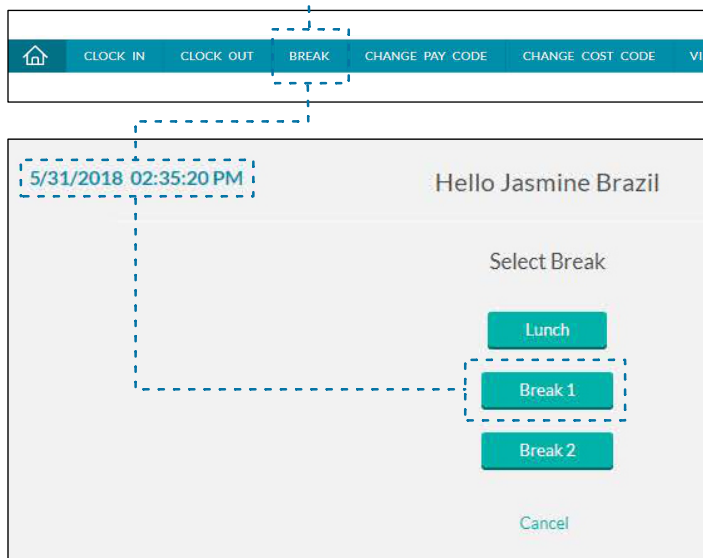
Select **CLOCK IN** to make your first punch. Choose continue and you will receive the following message: **Clock operation successful**.



2. Taking a Break / Lunch

Click on **BREAK** in the main menu and choose Break 1, Break 2, or Lunch. select continue and you will receive the message: **Clock operation successful**.

To return from break/lunch, select **CLOCK IN** (Step 1). If returning from a break, your confirmation screen will read: Returning from a 15 minute Break 1 or 2. If returning from lunch, your confirmation screen will read: Returning from a 30 minute or 60 minute Lunch. Choose continue and you will receive the following message: **Clock operation successful**.



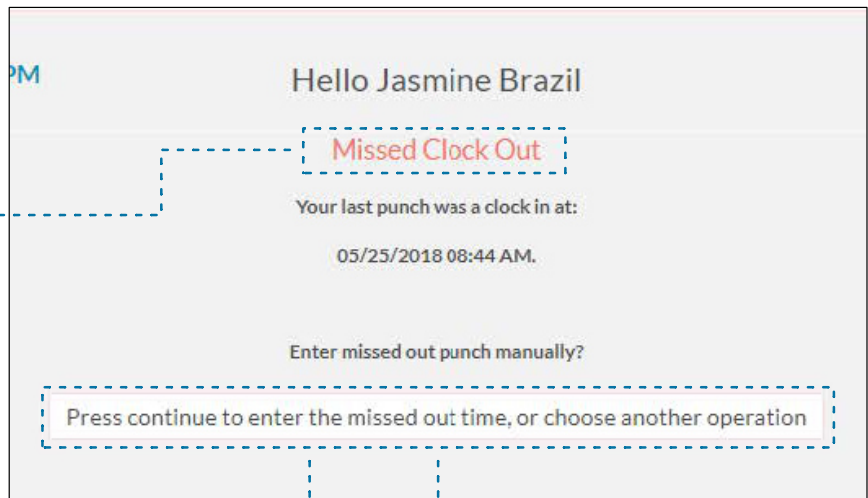
3. Missed Punches

If you forget to **CLOCK OUT** and attempt to **CLOCK IN**, or vice versa, you will receive an error: **Confirmation (Missed Clock Out)**.

This error conformation applies for all instances of attempting to clock in or out without a corresponding clock punch.

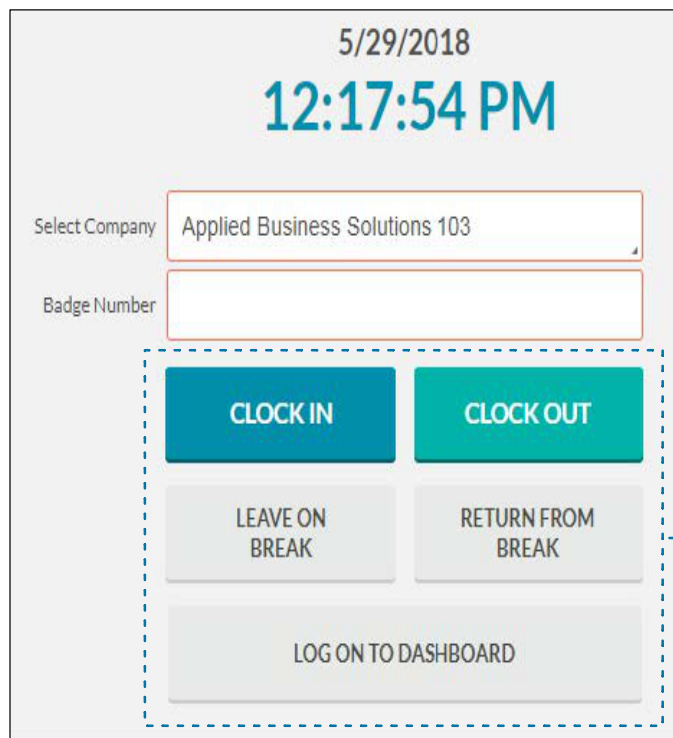
This screen will allow you to manually enter your time adjustment.

A note as to why the punch was missed is required.



You will be directed to a Summary Screen. Verify the time entered is correct and select continue to save. You will receive the following message: **Clock Operation Successful**.

*****Despite entering your time manually, it will require final approval from Management.*****



4. TimeClock Plus - Quick Access

Your session will time out after about 2 minutes of inactivity, and you will be re-directed to a Quick Access Screen of the Time Clock.

The following options are available: Clock In, Clock Out, Leave on Break, Return from Break, and Log On to Dashboard.

To use this screen, simply enter your Employee ID# in the box labeled **Badge Number** and select the clock function you would like to use.

5. Additional Time Clock Features

You will not utilize the 'Change Pay Code' or 'Change Cost Code' options on your home page of TimeClock Plus.

- Under the tab **VIEW**, select **Hours** to see your punches for that pay period and a Summary of your Regular Pay and other pay codes for that week (i.e. Overtime and PTO).
- Under the tab **VIEW** select **Last Punch** to view the last time you clocked in.
- Under the tab **VIEW** select **Messages** to view any messages sent through TimeClock Plus.