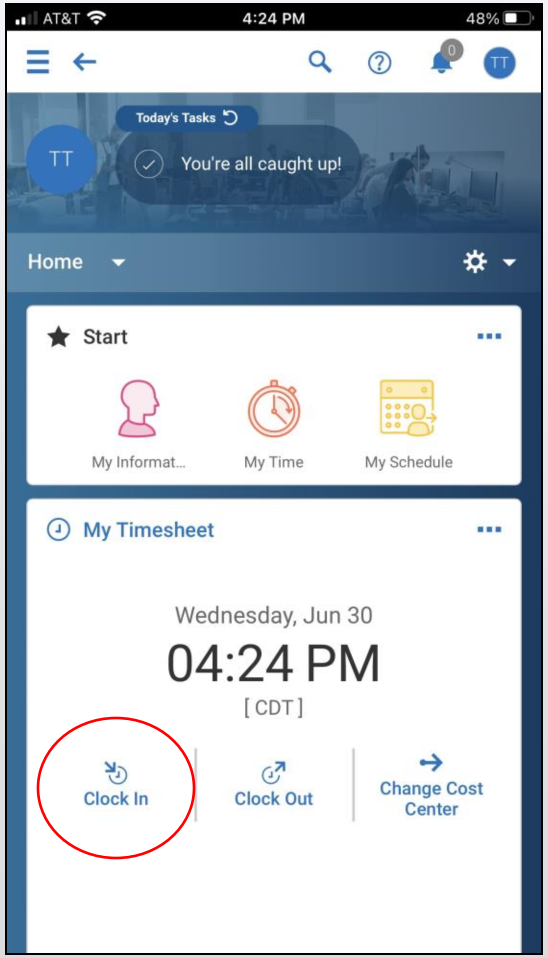
BLACKWELL
SERVICES, INC.

Timecard Instructions

How to clock in and out

How to submit a “Time Change Request”

Step 1: Clock In


AT&T
4:24 PM
48%
0
TT
Today's Tasks
TT
Home
Start
My Informat...
My Time
My Schedule
My Timesheet
Clock In
Clock Out
Change Cost Center

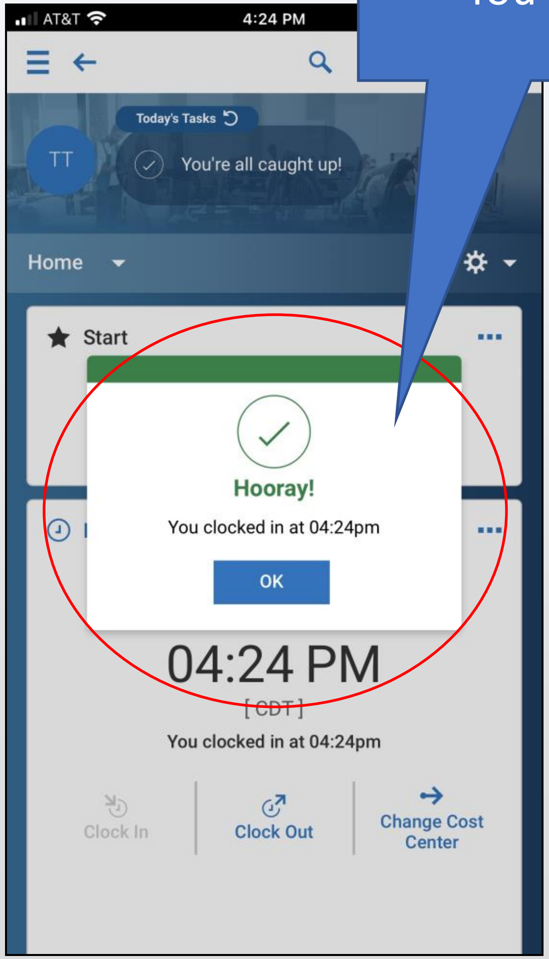
You're all caught up!

Wednesday, Jun 30

04:24 PM

[CDT]

Press the “Clock In” button.


AT&T
4:24 PM
Today's Tasks
TT
Home
Start
OK
Clock In
Clock Out
Change Cost Center

You're all caught up!

Hooray!

You clocked in at 04:24pm

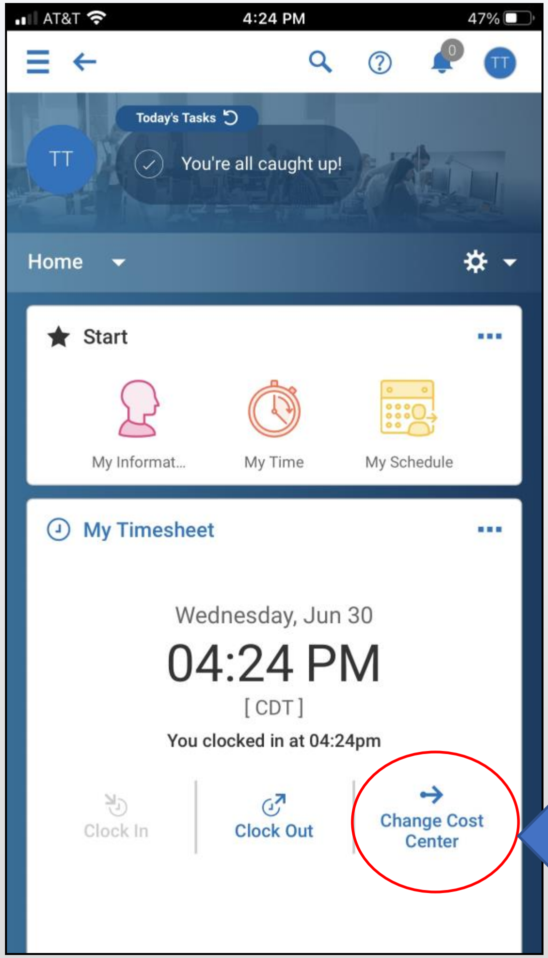
04:24 PM

[CDT]

You clocked in at 04:24pm

You did it!

Step 2: Record Your Location


AT&T
4:24 PM
47%
0
TT
Today's Tasks
TT
Home
Start
My Informat...
My Time
My Schedule
My Timesheet
Clock In
Clock Out
Change Cost Center

You're all caught up!

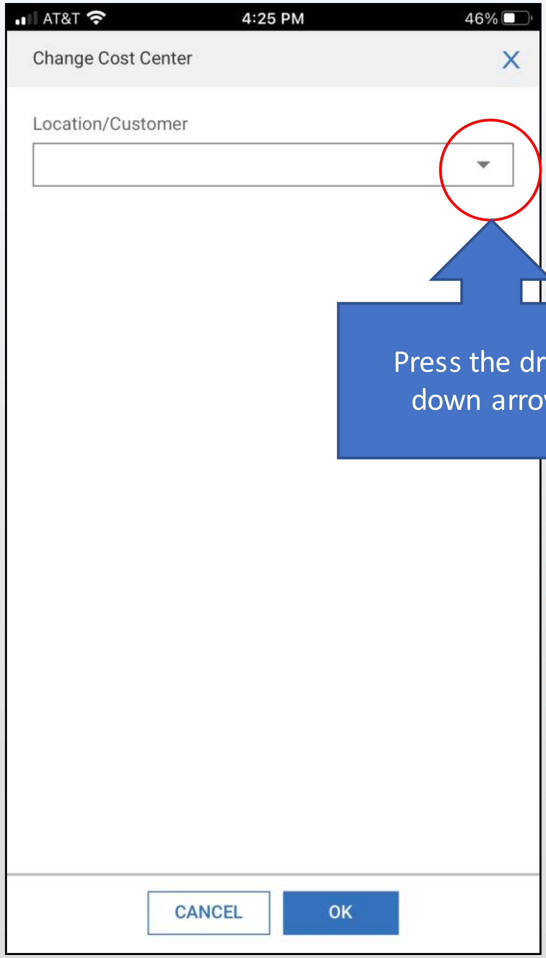
Wednesday, Jun 30

04:24 PM

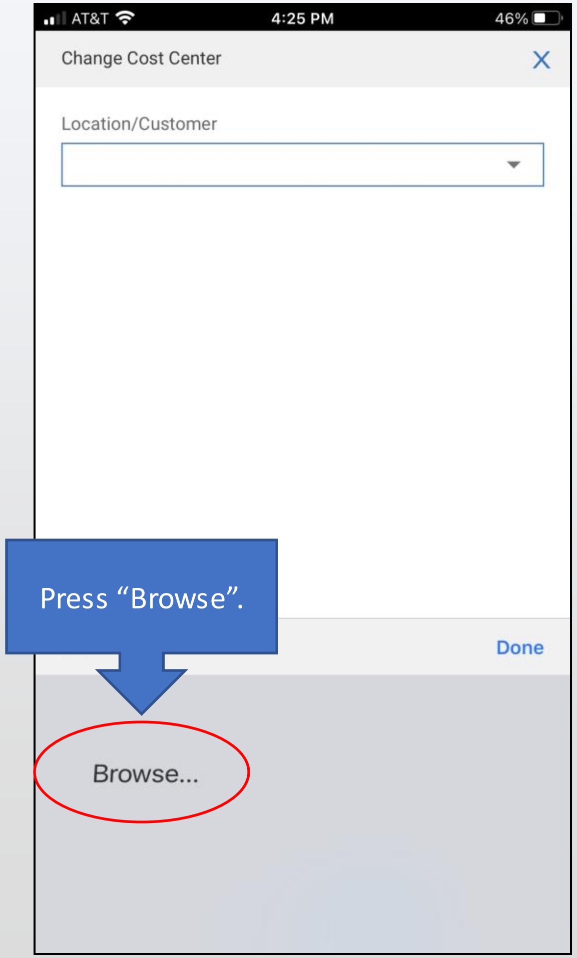
[CDT]

You clocked in at 04:24pm

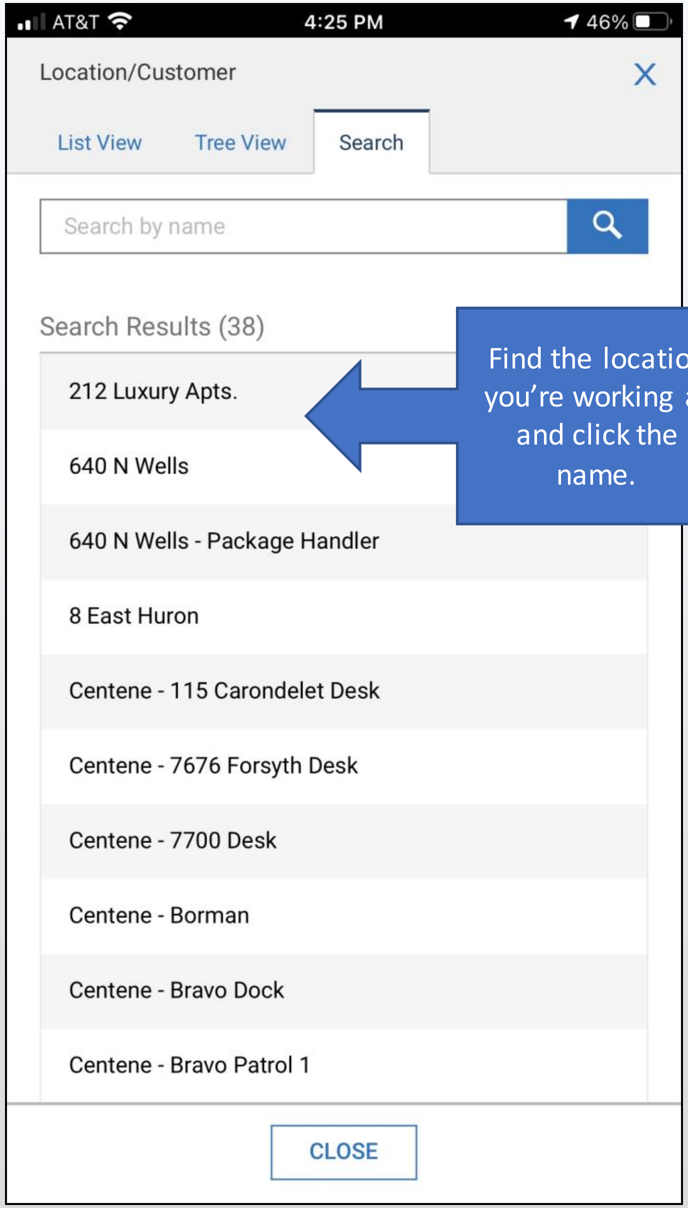
Press the “Change Cost Center” button.


AT&T
4:25 PM
46%
Change Cost Center
X
Location/Customer
CANCEL
OK

Press the drop-down arrow.


AT&T
4:25 PM
46%
Change Cost Center
X
Location/Customer
Done
Browse...

Press “Browse”.


AT&T 4:25 PM 46%

Location/Customer

X
List View
Tree View
Search

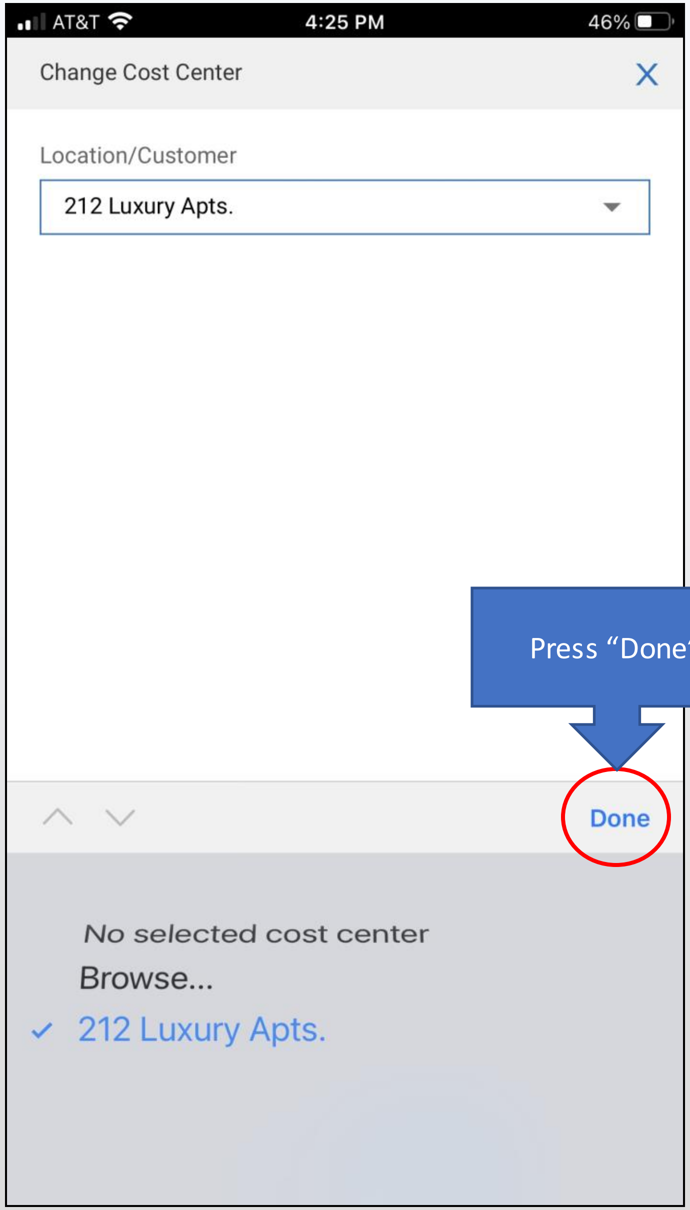
Search by name

Search Results (38)

- 212 Luxury Apts.
- 640 N Wells
- 640 N Wells - Package Handler
- 8 East Huron
- Centene - 115 Carondelet Desk
- Centene - 7676 Forsyth Desk
- Centene - 7700 Desk
- Centene - Borman
- Centene - Bravo Dock
- Centene - Bravo Patrol 1

CLOSE

Find the location you're working at and click the name.


AT&T 4:25 PM 46%

Change Cost Center

X

Location/Customer: 212 Luxury Apts.

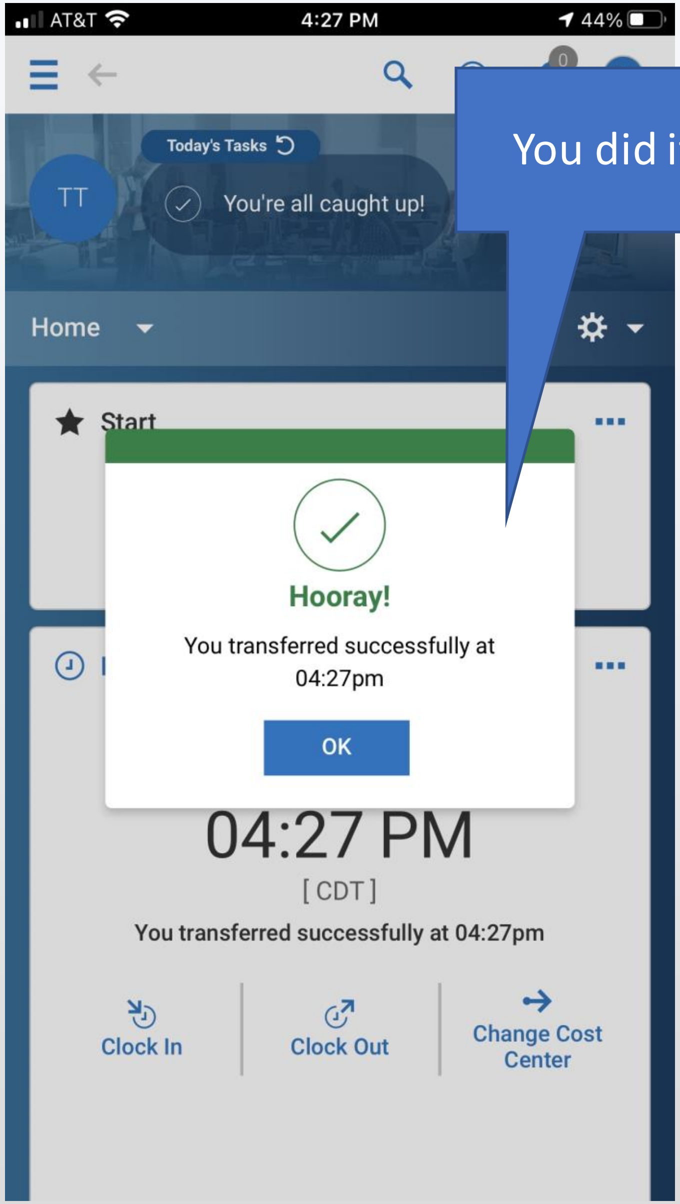
Done

No selected cost center

Browse...

✓ 212 Luxury Apts.

Press "Done".


AT&T 4:27 PM 44%
Today's Tasks
TT
Home
Start

You're all caught up!

Hooray!

You transferred successfully at 04:27pm

OK

04:27 PM

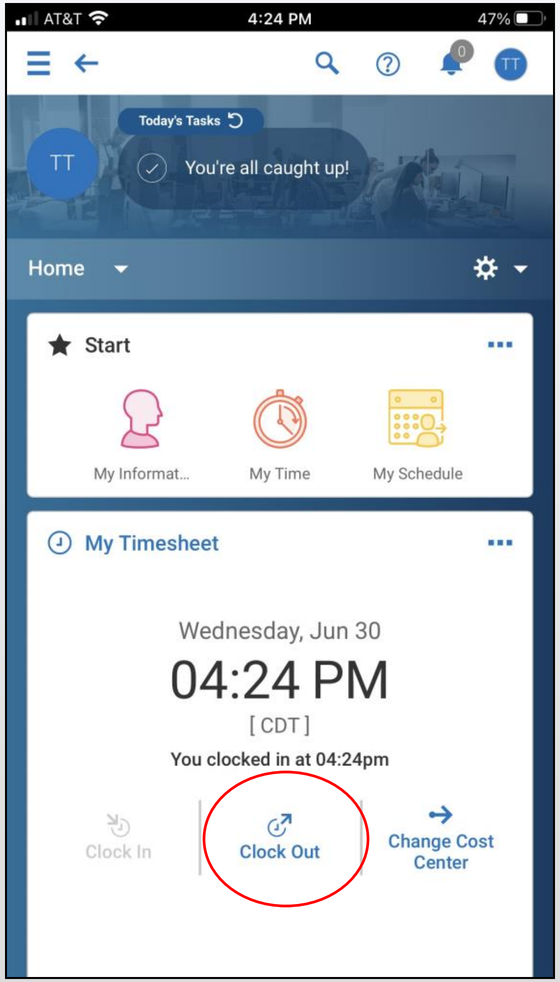
[CDT]

You transferred successfully at 04:27pm

Clock In
Clock Out
Change Cost Center

You did it!

Step 3: Clock Out


AT&T
4:24 PM
47%
Today's Tasks
TT
Home
Start
My Informat...
My Time
My Schedule
My Timesheet
Clock In
Clock Out
Change Cost Center

You're all caught up!

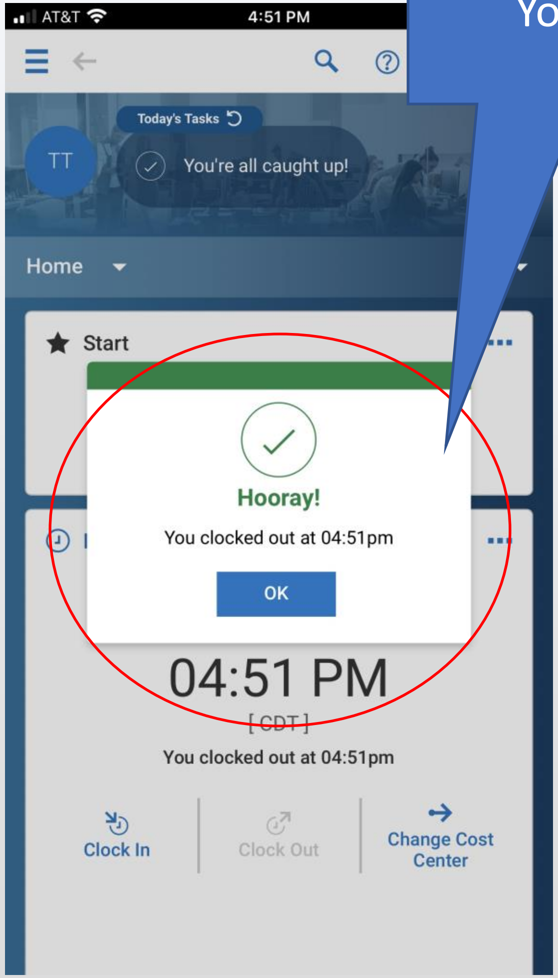
Wednesday, Jun 30

04:24 PM

[CDT]

You clocked in at 04:24pm

Press the “Clock Out” button.


AT&T
4:51 PM
Today's Tasks
TT
Home
Start
OK
Clock In
Clock Out
Change Cost Center

You're all caught up!

Hooray!

You clocked out at 04:51pm

04:51 PM

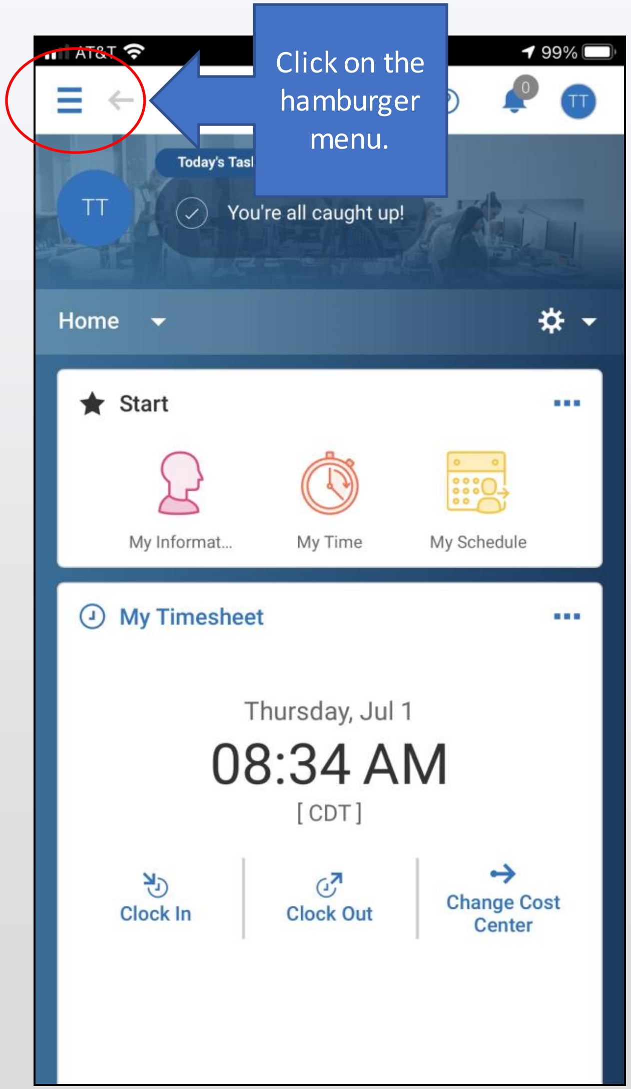
[CDT]

You clocked out at 04:51pm

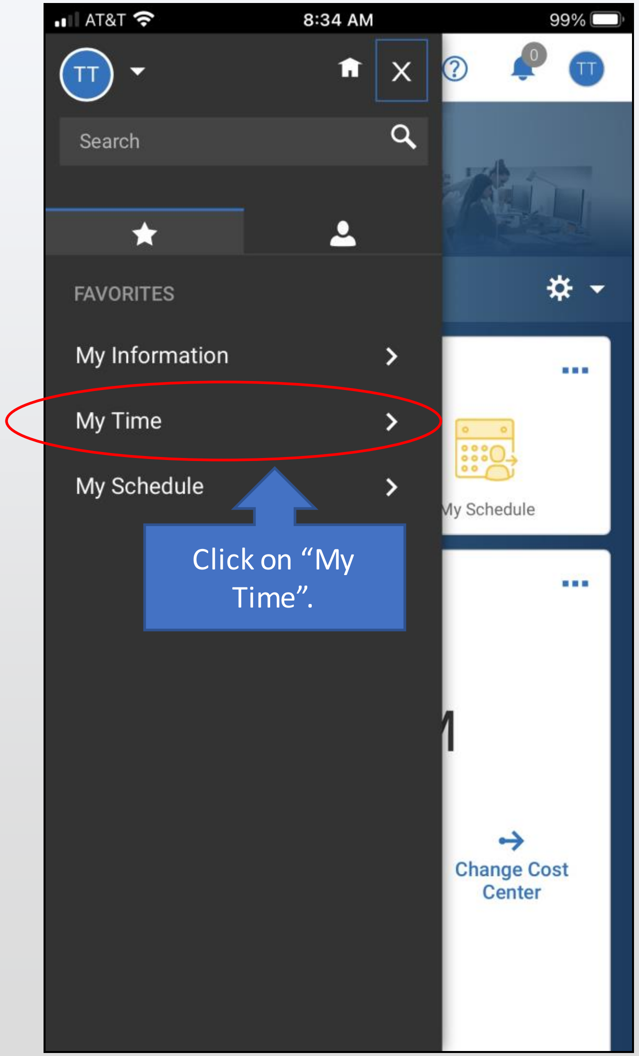
You did it!

Oops! I forgot!

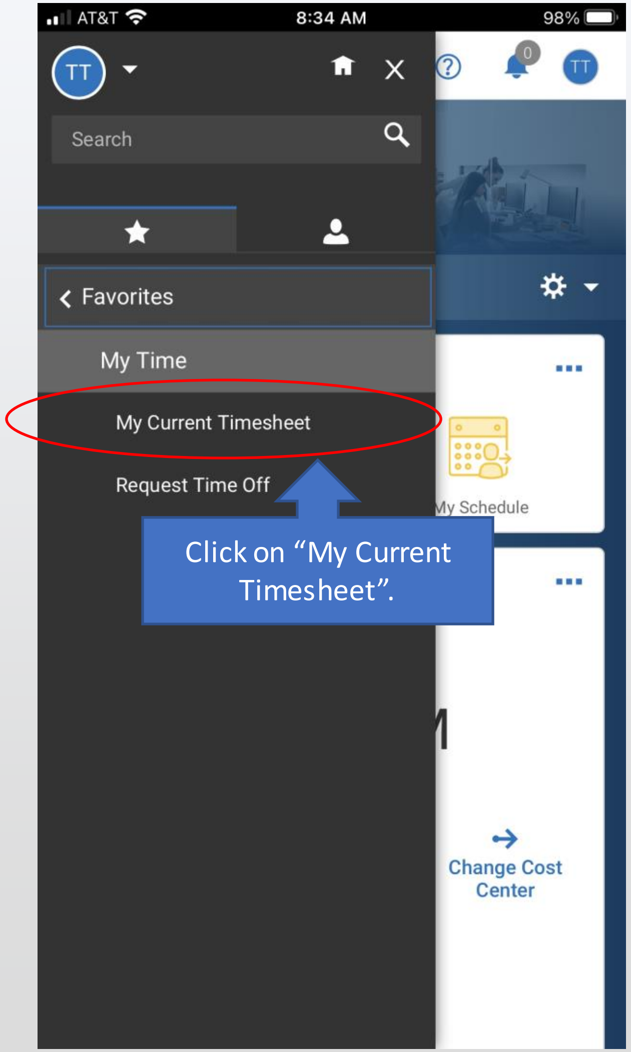
Adjust Clock In/Out Time


AT&T
99%
Today's Tasl
TT
You're all caught up!
Home
Start
My Informat...
My Time
My Schedule
My Timesheet
Thursday, Jul 1
08:34 AM
[CDT]
Clock In
Clock Out
Change Cost Center

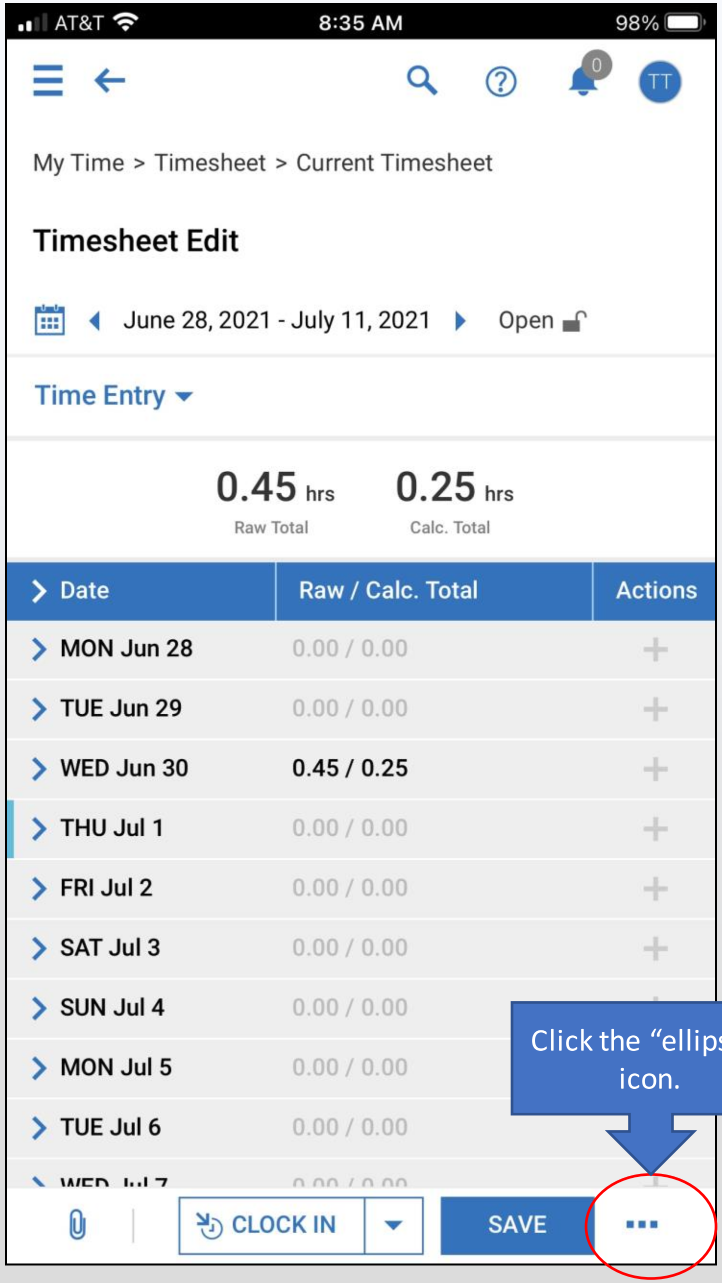
Click on the hamburger menu.


AT&T
8:34 AM
99%
TT
Search
FAVORITES
My Information
My Time
My Schedule
Change Cost Center

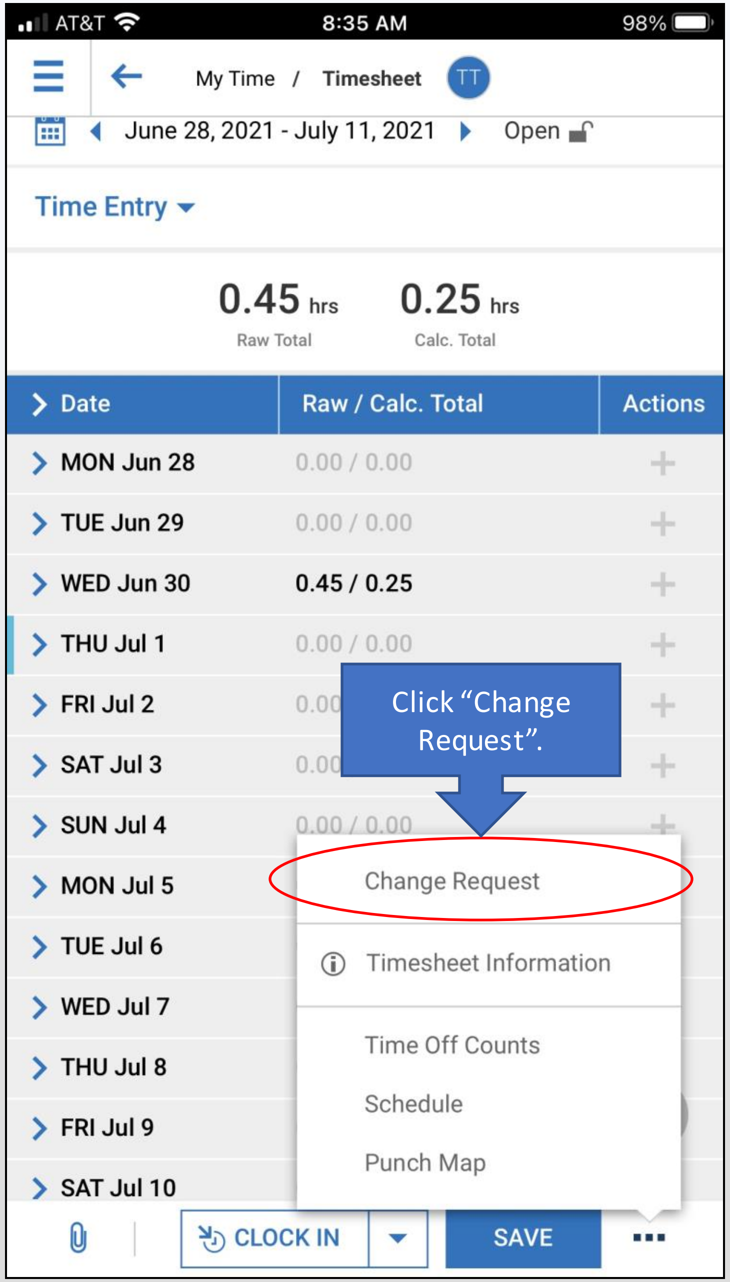
Click on “My Time”.


AT&T
8:34 AM
98%
TT
Search
Favorites
My Time
My Current Timesheet
Request Time Off
My Schedule
Change Cost Center

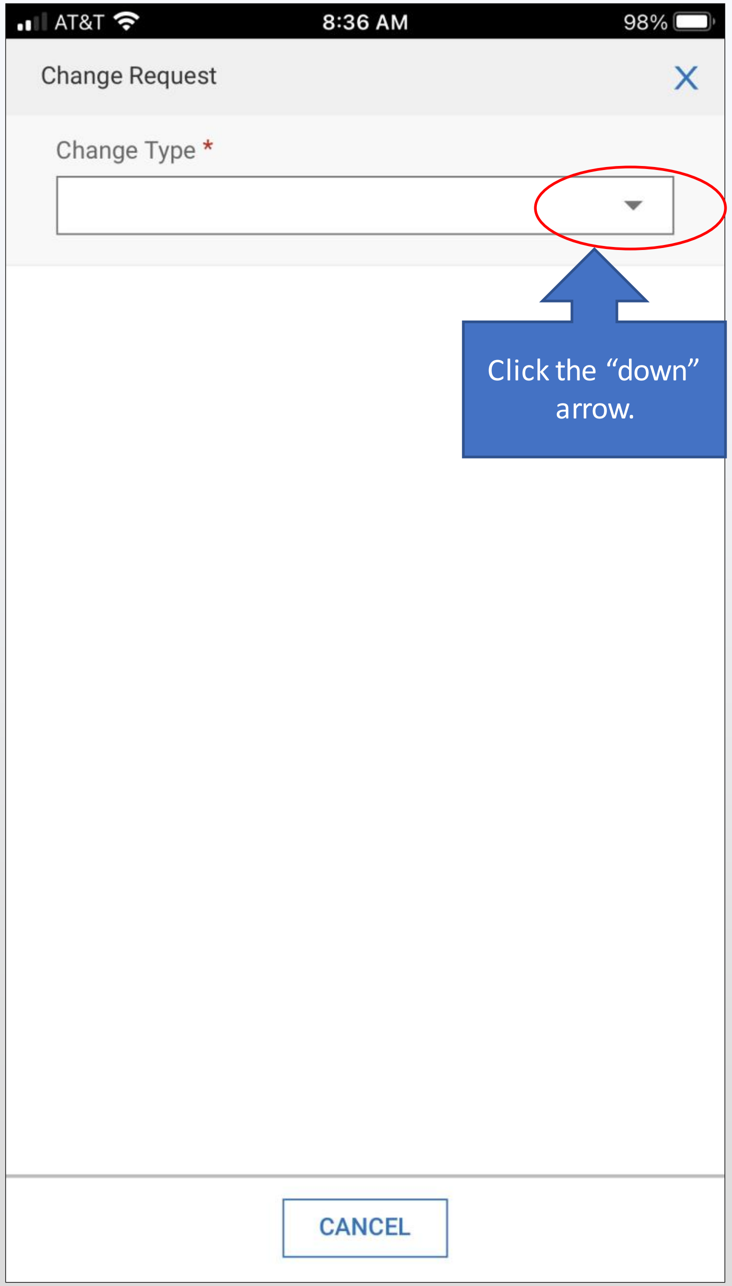
Click on “My Current Timesheet”.


AT&T 8:35 AM 98%
My Time > Timesheet > Current Timesheet
Timesheet Edit
June 28, 2021 - July 11, 2021
Open
Time Entry
0.45 hrs Raw Total
0.25 hrs Calc. Total
Date
Raw / Calc. Total
Actions
MON Jun 28 0.00 / 0.00
TUE Jun 29 0.00 / 0.00
WED Jun 30 0.45 / 0.25
THU Jul 1 0.00 / 0.00
FRI Jul 2 0.00 / 0.00
SAT Jul 3 0.00 / 0.00
SUN Jul 4 0.00 / 0.00
MON Jul 5 0.00 / 0.00
TUE Jul 6 0.00 / 0.00
CLOCK IN
SAVE

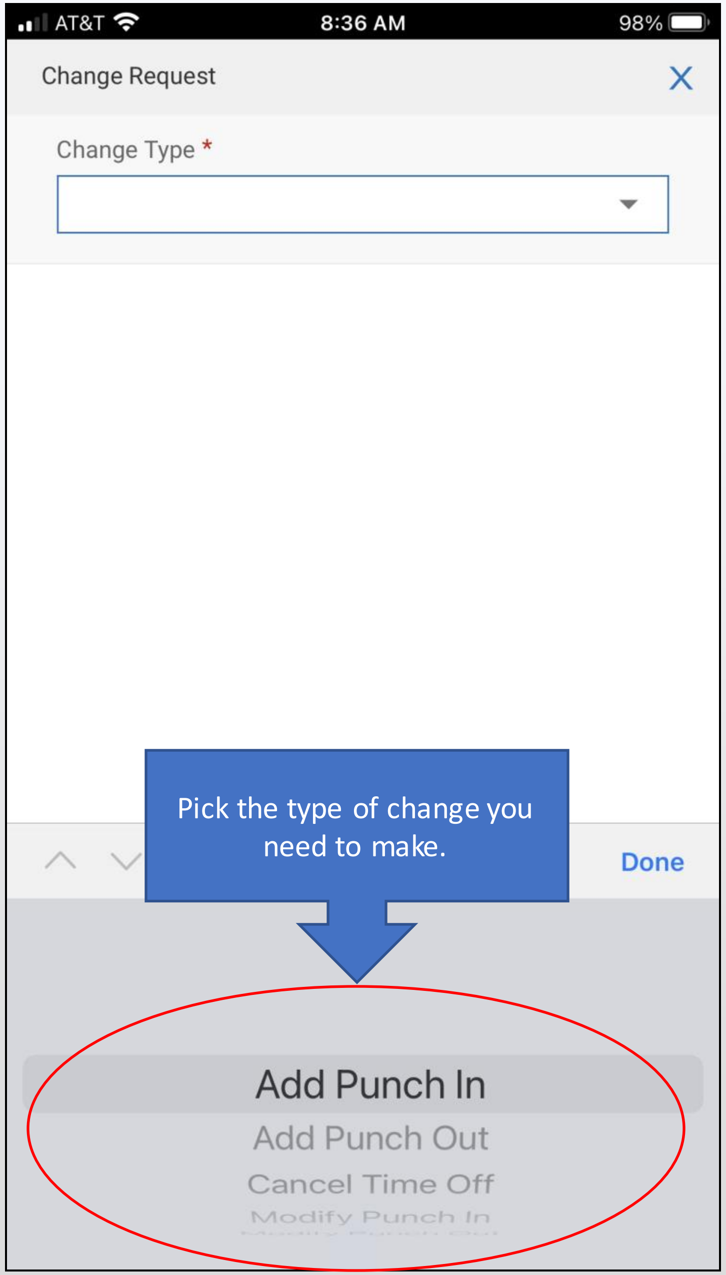
Click the "ellipses" icon.


AT&T 8:35 AM 98%
My Time / Timesheet
June 28, 2021 - July 11, 2021
Open
Time Entry
0.45 hrs Raw Total
0.25 hrs Calc. Total
Date
Raw / Calc. Total
Actions
MON Jun 28 0.00 / 0.00
TUE Jun 29 0.00 / 0.00
WED Jun 30 0.45 / 0.25
THU Jul 1 0.00 / 0.00
FRI Jul 2
SAT Jul 3
SUN Jul 4 0.00 / 0.00
MON Jul 5
TUE Jul 6
WED Jul 7
THU Jul 8
FRI Jul 9
SAT Jul 10
Change Request
Timesheet Information
Time Off Counts
Schedule
Punch Map
CLOCK IN
SAVE

Click "Change Request".


AT&T 8:36 AM 98%
Change Request
Change Type *
CANCEL

Click the "down" arrow.

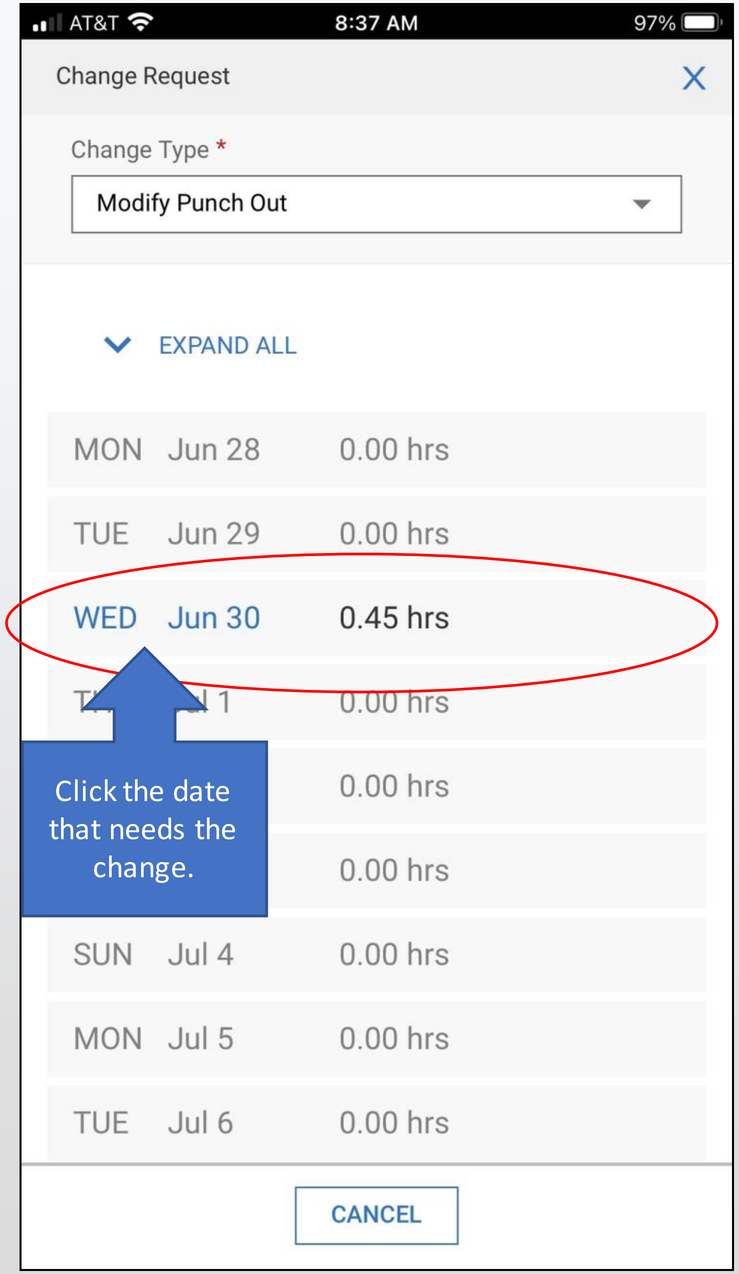


Change Request

Change Type *

Add Punch In
Add Punch Out
Cancel Time Off
Modify Punch In

Pick the type of change you need to make.



Change Request

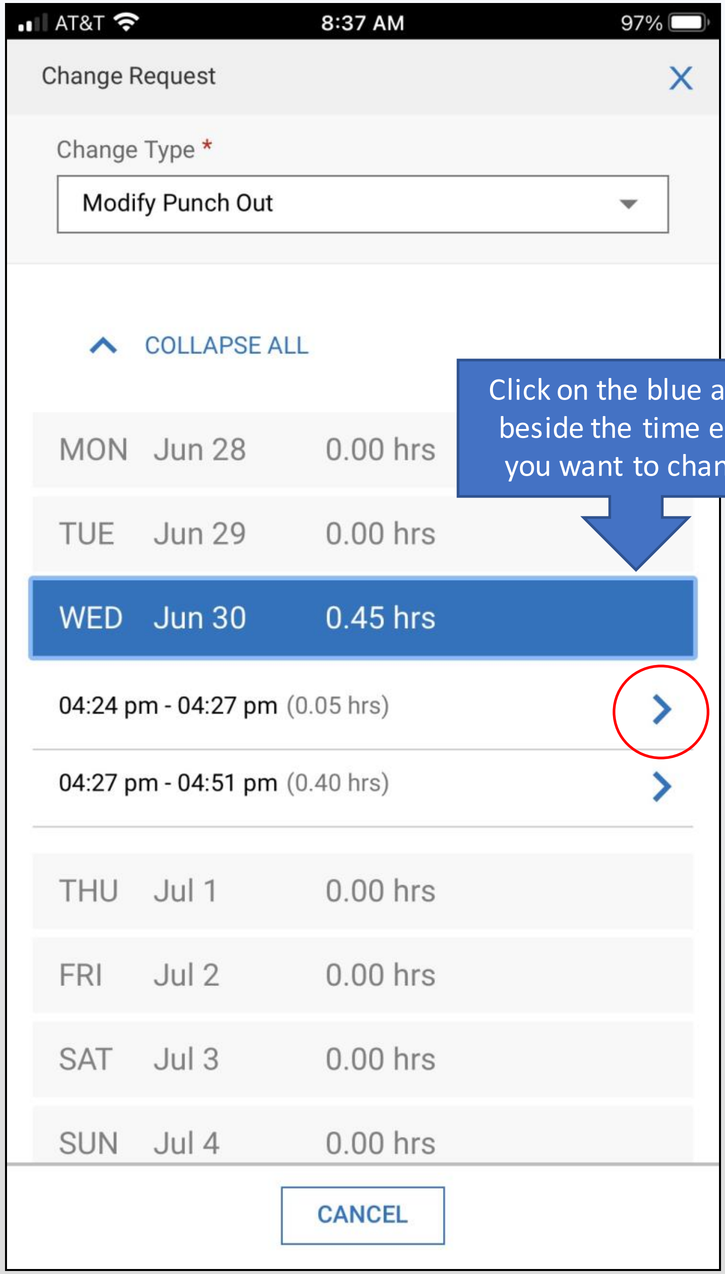
Change Type *

Modify Punch Out

EXPAND ALL

MON	Jun 28	0.00 hrs
TUE	Jun 29	0.00 hrs
WED	Jun 30	0.45 hrs
		0.00 hrs
		0.00 hrs
		0.00 hrs
SUN	Jul 4	0.00 hrs
MON	Jul 5	0.00 hrs
TUE	Jul 6	0.00 hrs

Click the date that needs the change.



Change Request

Change Type *

Modify Punch Out

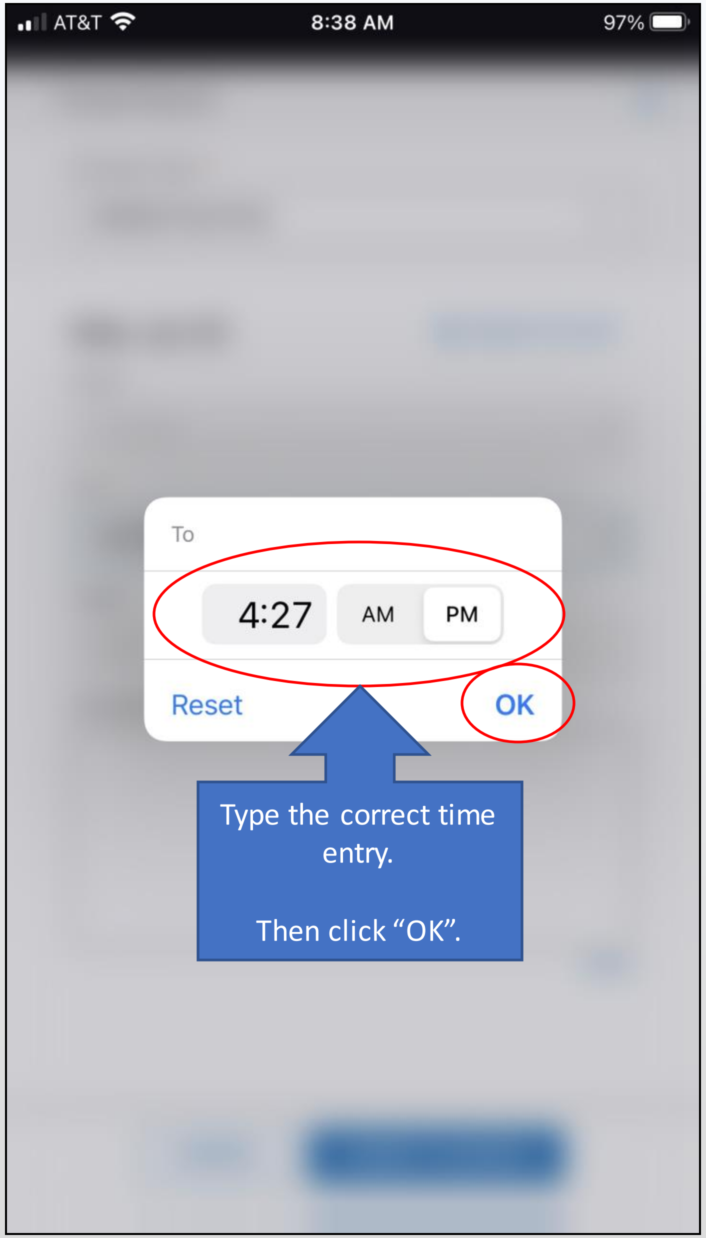
COLLAPSE ALL

MON	Jun 28	0.00 hrs
TUE	Jun 29	0.00 hrs
WED	Jun 30	0.45 hrs

04:24 pm - 04:27 pm (0.05 hrs)
04:27 pm - 04:51 pm (0.40 hrs)

THU	Jul 1	0.00 hrs
FRI	Jul 2	0.00 hrs
SAT	Jul 3	0.00 hrs
SUN	Jul 4	0.00 hrs

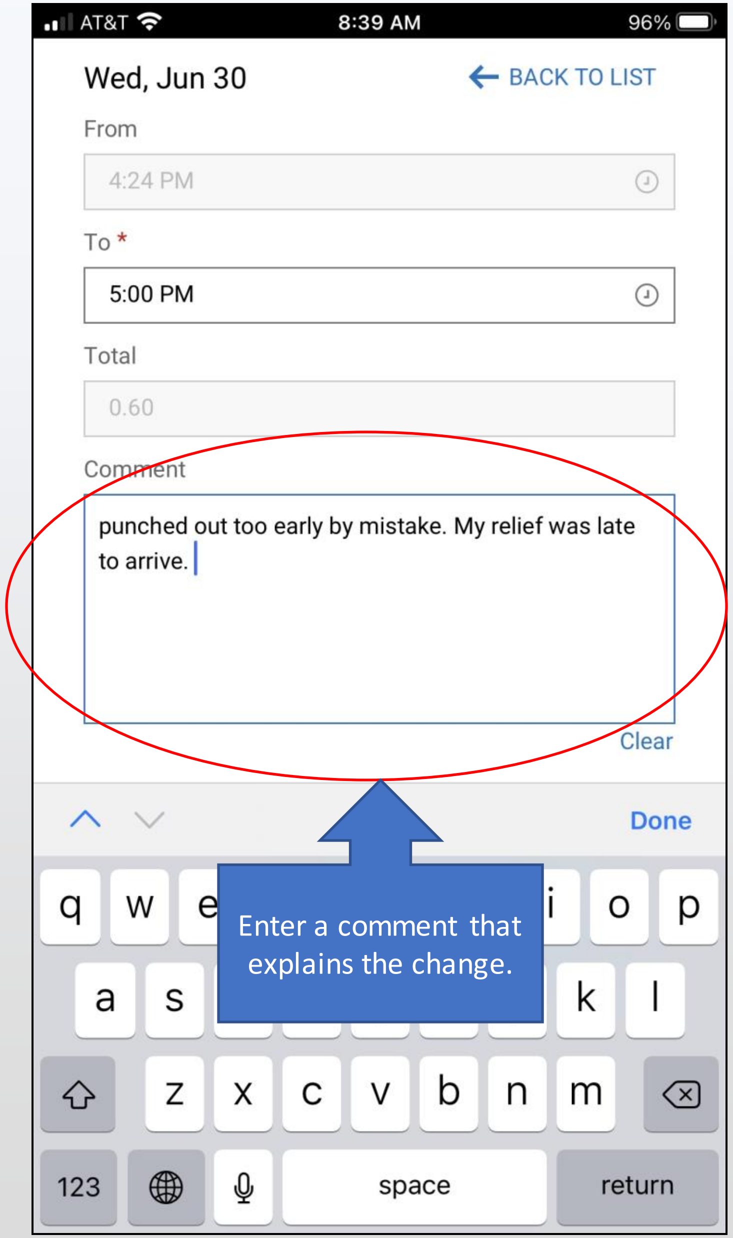
Click on the blue arrow beside the time entry you want to change.


AT&T
8:38 AM
97%
Reset
OK

To: 4:27 PM

Type the correct time entry.

Then click “OK”.


AT&T
8:39 AM
96%
BACK TO LIST
Clear
Done
q w e i o p
a s k l
z x c v b n m
123
space
return

Wed, Jun 30

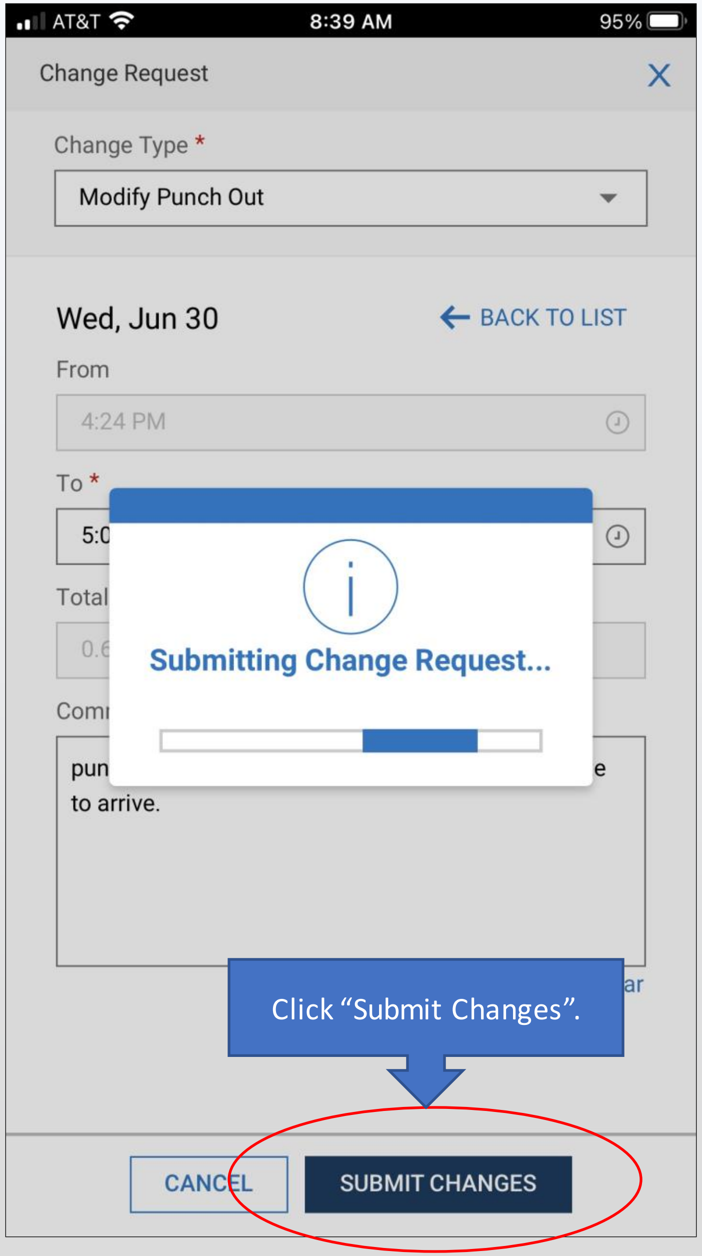
From: 4:24 PM

To *: 5:00 PM

Total: 0.60

Comment: punched out too early by mistake. My relief was late to arrive.

Enter a comment that explains the change.


AT&T
8:39 AM
95%
X
BACK TO LIST
CANCEL
SUBMIT CHANGES

Change Request

Change Type *: Modify Punch Out

Wed, Jun 30

From: 4:24 PM

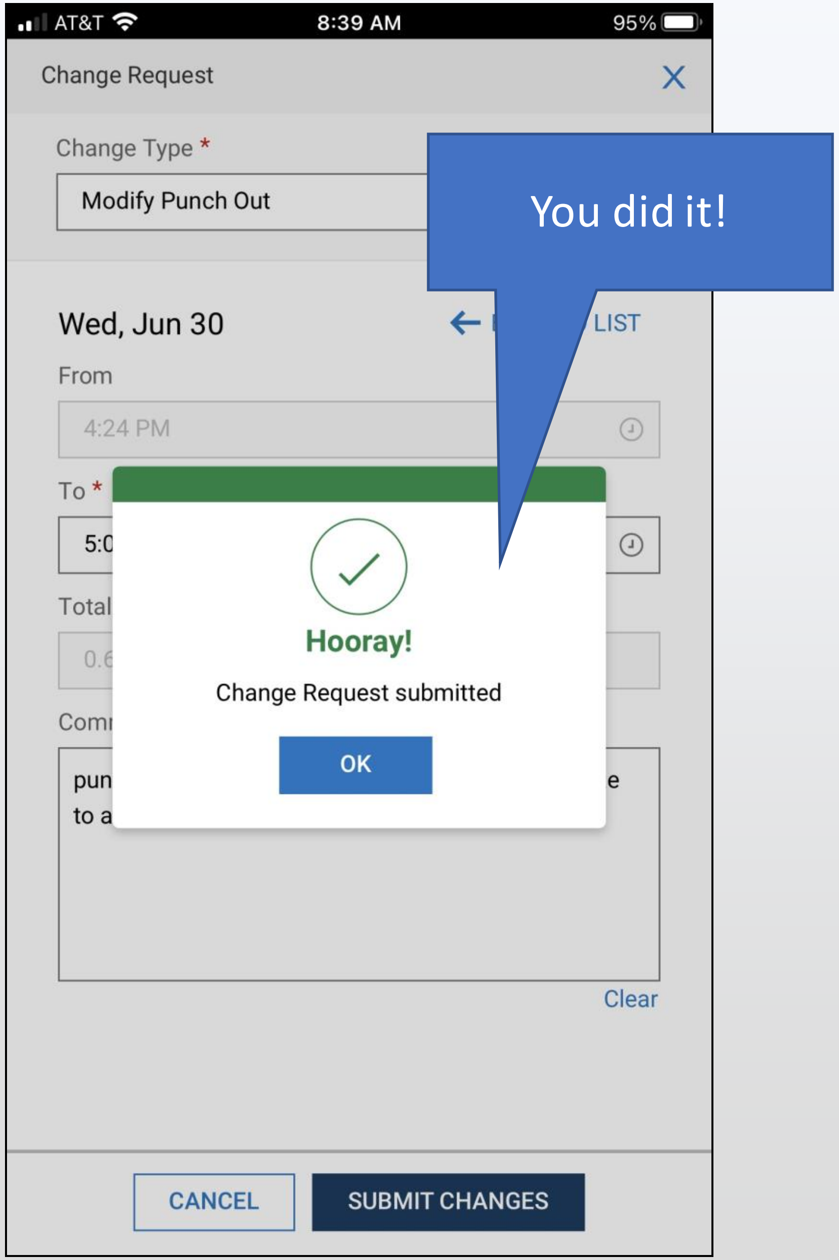
To *: 5:0

Total: 0.6

Comm: pun e to arrive.

Submitting Change Request...

Click “Submit Changes”.



Change Request

Change Type * Modify Punch Out

Wed, Jun 30

From 4:24 PM

To * 5:0

Total 0.6

Hooray!

Change Request submitted

AT&T
8:39 AM
95%
LIST
Comm
pun
to a
e
OK
Clear
CANCEL
SUBMIT CHANGES

You did it!

Your “Change Request” will send a notification to your manager.

They will approve or reject the notification.

If approved, your timesheet will be updated with the new time entry.

If rejected, your timesheet will keep the original entry.

You will receive an email notification after your manager approves/rejects the “Change Request”.

Questions?

Contact your immediate supervisor

or Human Resources.

We are here to help!

HR@blackwellinc.com | 314-993-3800 x4