

Record Timestamps (Single Sign On)



HOME RESOURCES **MYSELF** PEOPLE PROCESS REPORTS

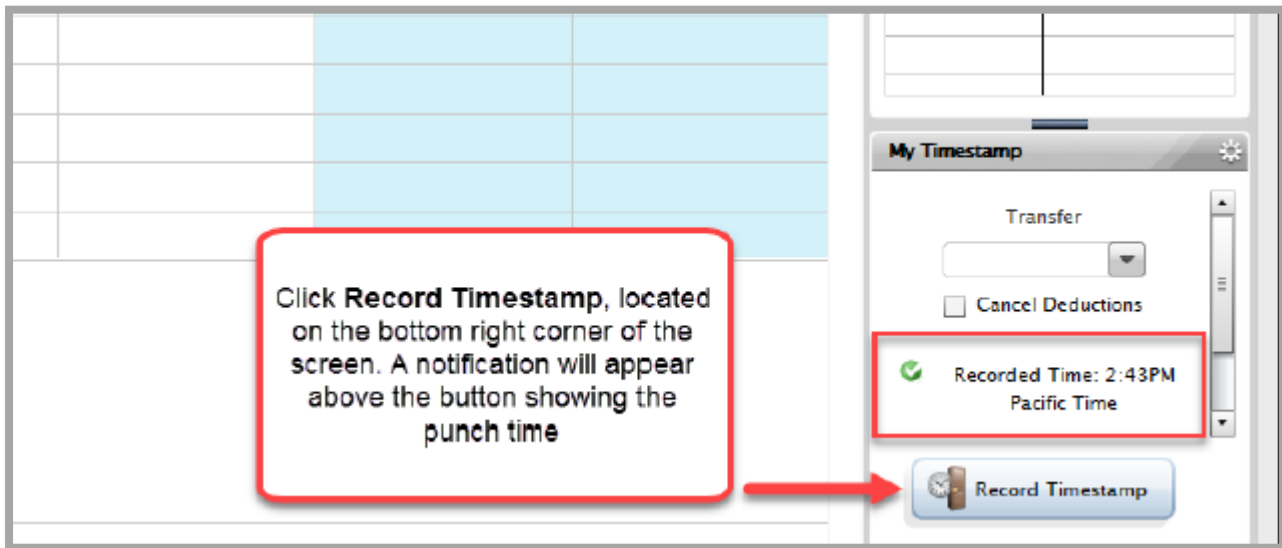
In Workforce Now, click on MYSELF, then Time & Attendance, then Time

My Team
Time & Attendance
Time

SWITCH TO EXPANDED MENU

world bring

Detailed description: This screenshot shows the top navigation bar of the Workforce Now application. The 'MYSELF' menu item is highlighted with a white background. A dropdown menu is open below it, showing 'My Team' and 'Time & Attendance'. The 'Time & Attendance' item has a right-pointing arrow, and a sub-menu is visible to its right, containing the 'Time' option. A red box on the left contains text instructions. A red arrow points from the 'MYSELF' menu to the 'Time & Attendance' option, and another red arrow points from 'Time & Attendance' to the 'Time' option. A blue button at the bottom of the dropdown menu says 'SWITCH TO EXPANDED MENU'.



Click **Record Timestamp**, located on the bottom right corner of the screen. A notification will appear above the button showing the punch time

My Timestamp

Transfer
[Dropdown Menu]

Cancel Deductions

Recorded Time: 2:43PM
Pacific Time

Record Timestamp

Detailed description: This screenshot shows the 'Record Timestamp' interface. On the left is a grid with some cells highlighted in light blue. On the right is a panel titled 'My Timestamp'. It contains a 'Transfer' dropdown menu, a 'Cancel Deductions' checkbox, and a notification box with a green checkmark and the text 'Recorded Time: 2:43PM Pacific Time'. Below the notification is a blue button with a clock icon and the text 'Record Timestamp'. A red box on the left contains text instructions, and a red arrow points from this box to the 'Record Timestamp' button.