

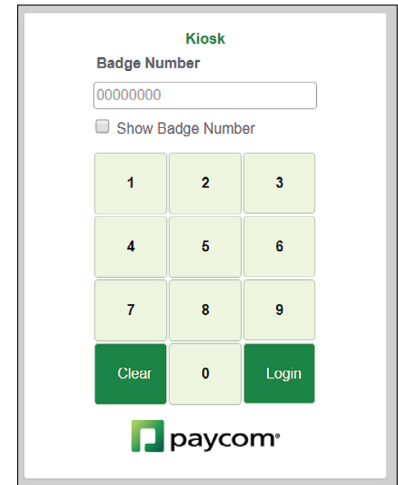
Show Me How

to Manage My Time on Kiosk with Beti®

TIME AND ATTENDANCE

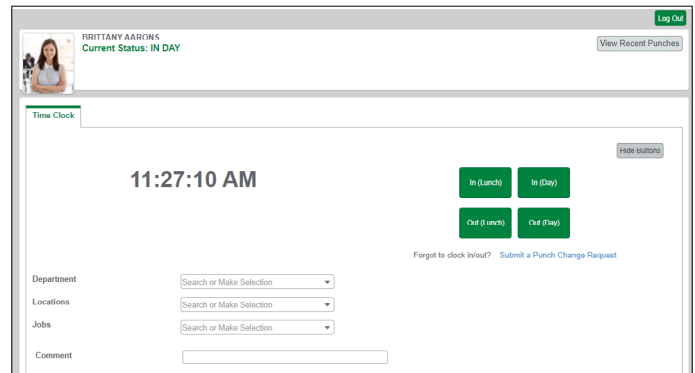
STEP 1

Enter your badge number. Then, click "Login."



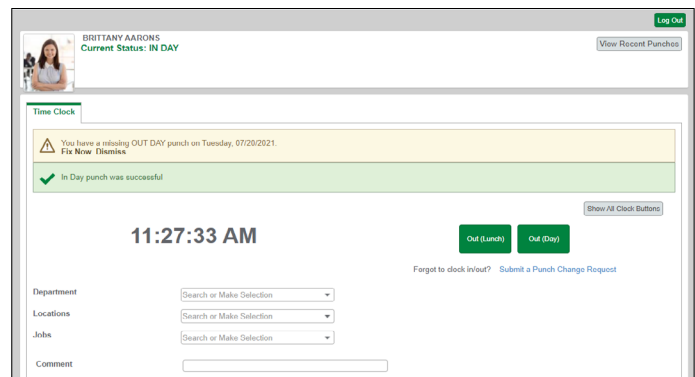
STEP 2

To clock in, click "In (Day)."
To clock out, click "Out (Day)."



STEP 3

If you have a missing punch, an alert message appears.
Click "Fix Now."



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



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STEP 4

Fill out the details of the missing punch and click “Add Request.” Or, use the hyperlink to submit a punch change request.

The screenshot shows a 'Punch Change Request' window. It displays a timeline for Monday, 7/20/2021, with an 'IN DAY' punch at 8:25 AM and a 'MISSING OUT DAY' punch. Below the timeline, there are fields for 'Punch Type' (set to 'OUT DAY'), 'Date' (7/20/2021), and 'Punch Time' (5:00 PM). A text box for 'Reason for Punch Change Request' is also present. At the bottom, there are 'Cancel' and 'Add Request' buttons.

STEP 5

To approve your time for the day, click “Review.”

Then, click “Approve.”

This option only appears when you clock out for the day.

The screenshot shows the 'Time Clock' interface for Britany Aarons. The current status is 'IN DAY' and the time is 11:27:10 AM. There are buttons for 'In Search', 'In Day', 'Out (Units)', and 'Out (Pay)'. Below the clock, there are dropdown menus for 'Department', 'Locations', and 'Jobs', and a 'Comment' field. A link for 'View Recent Punches' is in the top right.

This screenshot is similar to the previous one but includes a green notification banner at the top that says 'Your time for the day is ready for approval.' with 'Review' and 'Dismiss' options. The time is still 11:27:10 AM and there is an 'In Day' button. A 'Show All Clock Buttons' link is also visible.

The screenshot shows an 'Approve Time Sheet' dialog box. It lists the user's punches for Wednesday, 7/21/2021: 'IN DAY - 8:40 AM' and 'OUT DAY - 5:40 PM'. Below this, it shows the '07/21/2021 Totals': Hours: 8.00, Units: 0.00, and Added Dollars: \$0.00. There are 'Approve' and 'Cancel' buttons at the bottom.