

Punching In and Out

Employee time worked is recorded in the Time and Attendance Employee Self Service (ESS) application using the Punch function. Because punch in/punch out requirements vary by company – for example, some require employees to punch in/out for lunch and breaks – you should check with your Supervisor about your company’s policy.

The steps for punching in and out are the same:

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).
See the “Logging In” job aid if you need instructions.
- 2 Click **Punch**.
The date and time you punched in or out is added to the top of the Recent Activity list.

