**UC SANTA BARBARA**

Timekeeping

# Employee Terminal Quick Reference

## Punch In/ Out

Click on the **home** button and slide your employee card. If the InTouch terminal is configured to accept manually entered employee IDs, you can press the Enter ID button and enter your number.



## Approve Timecard

Press the **Approve Timecard** soft key. Swipe your card or enter your ID. Choose the appropriate pay period, previous or current, that you wish to approve. The screen displays the total hours worked for that period. If it is correct, press the **approve** button.

# View Timecard

Press the **View Timecard** soft key. Swipe your card or enter your ID. Choose Previous Pay Period, Current Pay Period or Today. The screen shows two weeks.* Click on either the top or bottom week. The screen now shows a detailed view of your hours worked. You can scroll up and down to see all of the details. Click the home button to return to the default screen.

* **NOTE:** a red exclamation mark on a date denotes an exception to the timecard. Some examples of this are late in or out punch or a missed punch.



# View Accruals

Select the **View Accruals** soft key and swipe your card (or enter your ID number). Select the Balance Date, then press **Submit**. The accrual code balances display, click on the "accrual" code or "i" icon. To return to the main menu, select the **home** key.



# Choose Job

Select the **Choose Job** soft key and swipe your card (or enter your ID number). You will see your jobs, choose the correct job. Click the **Select** button, to confirm you have chosen the correct job, then press the **Submit** button. You will see a confirmation screen noting the job you have selected. This is also your punch-in. If you choose the wrong job, this might cause paycheck delays.