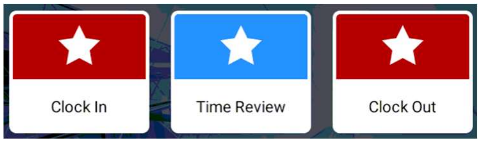
MyTime v8.1.6: Non-Exempt Employee
Quick Reference Guide-InTouch DX Time Clock and Computer

InTouch Time Clock DX : To Clock In/Out

1. Select **Clock In** or **Clock Out.**



2. **Swipe your badge**. If you do not have your badge with you, enter your **employee number**, then tap **Enter**.
3. When you **CLOCK IN**, you will be asked if you performed any unrecorded work since you last clocked out. Carefully review the **Unrecorded Work Question** and truthfully respond to the question.
4. When you **CLOCK OUT**, if you have been on the clock for 5 hours or more, you will be asked if you were able to take at least a 30-minute continuous and uninterrupted meal break. Tap **Submit.** If no, then you will be asked for the reason. Tap **Submit.**

   You will also be asked to verify whether your timecard accurately reflects all the time you worked for that day.

   Carefully and truthfully respond to the questions.
5. If you are reporting an exception or issue with your recorded time, please use the onscreen keyboard to provide as much detail as possible. Then tap **Enter**
6. ***Important**: You **MUST** answer all questions <u>accurately</u> before the punch is recorded.* **A confirmation message will appear, letting you know your punch has been accepted.** *If you fail to answer all the questions, your punch will not be captured, and a missing punch exception will be created and require further action on your part.*

InTouch DX Time Clock: To Approve Your Timecard

1. Select **Time Review**.
2. **Swipe your badge**. If you do not have your badge with you, enter your **employee number**, then tap **Enter**.
3. Choose the time period you want to approve, (**Older Pay Period**, **Previous Pay Period**, or **Current Pay Period**), then tap **Submit**.
4. Review the detail for each day by tapping on a day on the calendar and **scroll** using the **touch screen** to review all dates. When finished, tap the **blue back arrow,** bottom left-hand corner of the details screen. Tap **Continue**.
5. Tap the **blue down arrow** to the right of **Approve Timecard** and Select **Approve** if your timecard is correct**,** then tap **Select.**
6. If your timecard is incorrect, choose one of the following **(Reject with Comment: Benefit Pay Inaccurate, Reject with Comment: Working Hours Inaccurate, Reject with Comment: Premium Pay Inaccurate)**, then tap **Select.**

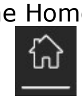
   After your timecard is corrected, return later and follow the steps to approve your timecard.
7. Tap **Enter Notes** and use the onscreen keyboard to enter a note, tap **Enter.**
8. Tap **Submit**.
9. If you approved your timecard, read the acknowledgement statement, and if it is accurate, tap **Approve**

   Important: Do not approve your timecard if there is a missed punch or if your recorded work time is incorrect.

InTouch DX Time Clock: to Submit missing punch

1. Select **Time Review.**
2. **Swipe your badge**. If you do not have your badge with you, enter your **employee number**, then tap **Enter**.
3. Tap the **Daily Approvals** time period, then tap **Submit**.
4. Tap the date of the missed punch, then tap **Select.**
5. Tap **Submit**
6. Tap **Missed punch time** and enter the time in *NON-MILITARY* format with either AM or PM, then tap **Enter**.
7. **Verify that the date is correct.** If the date needs to be changed, tap **Missed punch date** to correct the date. **Note: If 'In' Punch was prior to 0700 the date will default to the previous date and must be changed**.
8. Tap **Select Comment** and then select the appropriate comment. Tap **Select**
9. Tap **Enter Notes**: if you would like to use the onscreen keyboard to enter a note with your missed punch, Tap **Enter**
10. Review all details of missed punch, if correct, Tap **Submit**.

InTouch DX Time Clock: Home

1. Tap the Home key to escape and return to the Main Menu. 

Clocking Procedure for MyTime Downtime

1. During a MyTime downtime, the time clocks will be in off-line mode and WILL accept punches.
2. The clock in and clock out questions will take longer to appear during this time.
3. Employees should make sure they see validation that the punch was accepted before leaving the clock.
4. Punches will update to the timecards when the system comes back up.

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MyTime: To Access MyTime

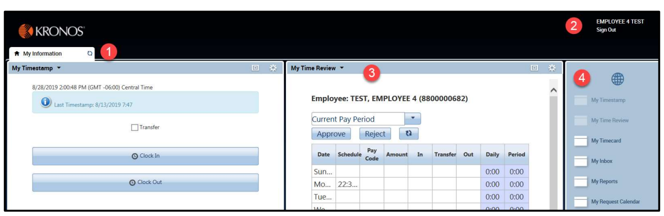
Click **Google Chrome** icon.

1. The *BJCnet* home page will appear and click on the myTime link at the top.

2. The *MyTime Workforce Central* log on page will appear:

3. Type your network **User Name** and **Password** assigned by IS in the appropriate fields. Your User Name and Password are case-sensitive. If you need help with your User Name or Password, contact **IS Central Support Center at 314-362-4700 or by email at IS_CSC@bjc.org**.
4. To access MyTime via the internet: https://mytime.bjc.org. Microsoft Authenticator required.

MyTime: Navigator Overview



1. **Workspaces** – Displays one or more widgets and the Related Items pane.
2. **Name / Sign Out** – Identifies the user and provides a link to log out of the Navigator. Click Sign Out is the only acceptable method of logging out of MyTime.
3. **Widgets** – Task -oriented tools used to punch in or out for your shift, review and approve your time, and request time off.
4. **Related Items pane** – Includes one or more additional widgets that are part of the workspace.

MyTime: To Clock In/Out on Computer

1. Login to **MyTime**.
2. The **My Timestamp** widget displays in the default workspace.
3. Click **Clock In** or **Clock Out**.
4. When you **CLOCK IN**, you will be asked if you performed any unrecorded work since you last clocked out. Review the **Unrecorded Work Question** and select the appropriate answer, then click **Submit**.
5. When you **CLOCK OUT**, if you have worked >5 hours while clocked in, you will be asked if you were able to take at least a 30-minute continuous and uninterrupted meal break. If no, then you will be asked for the reason.

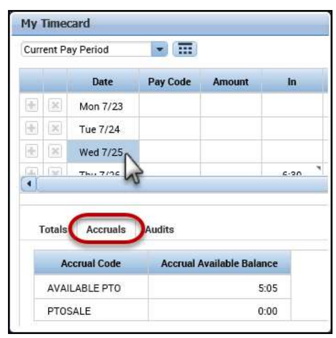
   You will also be asked to verify whether your timecard accurately reflects all the time you worked for that day.

   Carefully and truthfully respond to the questions.
6. If you are reporting an exception or issue with your recorded time, please provide as much detail as possible.
7. You **MUST** answer all questions accurately before the punch is recorded. If you fail to answer all the questions, your punch will not be captured, and a missing punch exception will be created and require further action on your part.

MyTime: To Review Your PTO Balance

1. Login to **MyTime**.
2. From the Related Items pane, select **My Timecard**.
3. Ensure you are viewing the correct date for which you want to review your timecard.
4. Click the Accruals tab at the bottom of the timecard.

   Tip: You can select a date row in the timecard grid to view balances on the selected date.

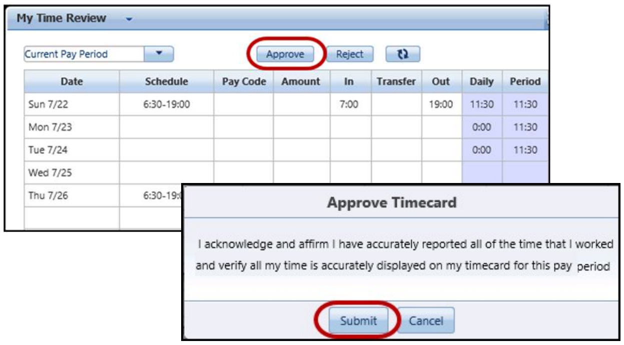


MyTime: To Approve Your Timecard

1. Login to **MyTime**.
2. The **My Time Review** widget displays in the default workspace. Maximize the widget to enlarge the view**.**
3. Click the Time Period down arrow to select the time period you want to approve. (**Current Pay Period** or **Previous Pay Period**.)
4. Click the **Totals** tab at the bottom of the timecard and verify that your worked time information is correct.
5. After you have verified that your time information is correct, click **Approve** at the top of the timecard.

IMPORTANT: You should not approve your Timecard if there is a missed punch or if your recorded work time is incorrect

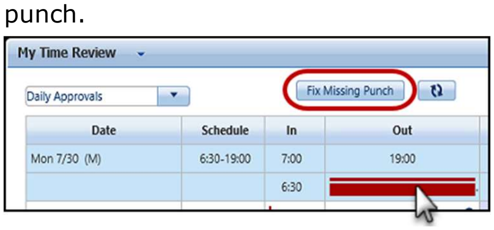
6. Carefully read the acknowledgement statement and then click **Submit**.
7. If the timecard is incorrect, click **Reject** and select the reason. After the timecard has been corrected, you may return to **My Time Review** and approve your timecard.



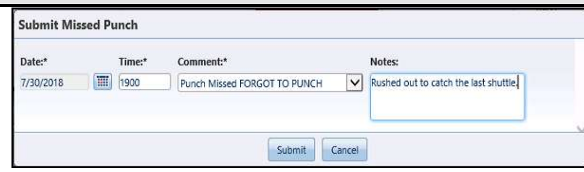
MYTIME: TO SUBMIT A MISSING PUNCH

1. Login to **MyTime**.
2. The **My Time Review** widget displays in the default workspace. Maximize the widget to enlarge the view.
3. Click the time period drop-down arrow and select **Daily Approvals**.

4. Click the solid red cell that represents the missing punch.



5. Click **Fix Missing Punch**.
6. In the dialog box, **verify the Date field displays the correct date**. Note: If In Punch was prior to 0700 the date will default to the previous date and must be changed.
7. In the **Time** field, enter the missing punch time in *MILITARY* format.
8. Click the **Comment** field and select a reason.
9. (Optional) In the Notes field, enter additional comments.
10. Click **Submit**.



MYTIME: TO REQUEST TIME OFF

1. Login to **MyTime**.
2. From the Related Items pane, select **My Request Calendar**.
3. Click the relative time period you want to request off or to select a range of dates, click the calendar icon and select a range of dates.

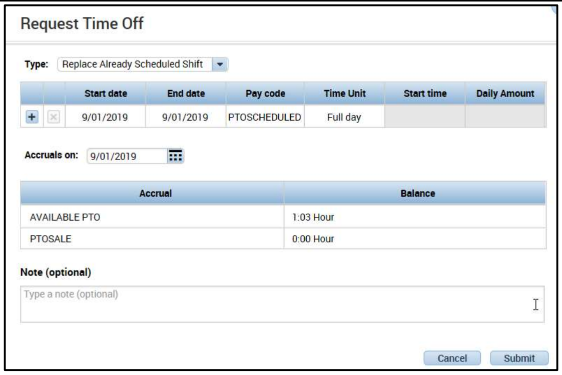
   Note: The time period you select **MUST** include the entire date range of the requested time off period.
4. Click **Request Time Off**.
5. Click the **Type** drop-down arrow and select one of the following options:
   - ❖ If you already have a scheduled shift and want to take the entire shift off, select **Replace Already Scheduled Shift**. **Note**: You MUST already have a scheduled shift on the days requested when making this selection.

     OR
   - ❖ If you do not have scheduled shifts on the days, select No **No Sched Shift** or **Exempt**

     OR
   - ❖ If you want to take partial time off, select **Partial Day Hours**. (You enter the number of hours you want to request off in step 9.)
6. Enter the date on which you want to begin your time off in the **Start date** field.
7. Enter the date on which you want to end your time off in the **End date** field.

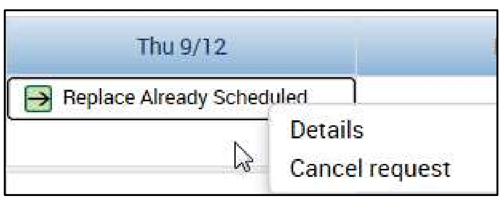
   Note: Start and end dates are consecutive. Time off requested will be scheduled for ALL dates in the start and end range of dates.
8. From the **Pay code** drop-down list, select the type of time off you are requesting.
9. If requesting 'No Sched Shift' or 'Exempt' or 'Partial Days Hours', enter the number of hours you want to request off in the **Daily Amount** field.
10. Click **Submit**

    Note: A notification is sent to your MyTime InBox and email once your manager responds.



MYTIME: TO VIEW YOUR REQUEST STATUS

1. Login to **MyTime**.
2. From the Related Items pane, select **My Request Calendar**.
3. Click the relative time period you want to view or to select a range of dates, click the calendar icon and select dates from the calendar.
4. Right click on the Time Off Request indicator on the date you want to review.
5. Click **Details**.



6. The request status appears at the top of the dialog box. After reviewing the details in the dialog box, click **Close**.

   Note: The only place to view any notes that a manager sends back is in *Details*.

   Note: If the request has not been approved, click on 'Cancel request' to cancel the time off request.

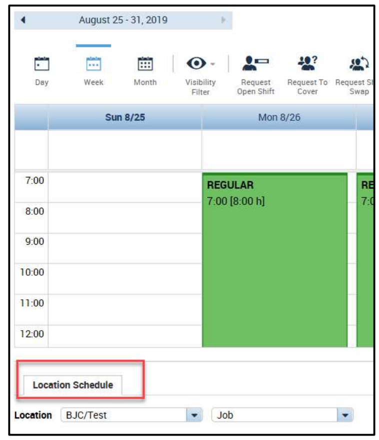
MYTIME: TO VIEW YOUR SCHEDULE

1. Login to **MyTime**
2. From the Related Items pane, select **My Request Calendar**.
3. From the time period context selector field, select the desired time period for which you want to view your schedule.

MYTIME: TO VIEW YOUR DEPARTMENT SCHEDULE

1. Login to **MyTime**
2. From the Related Items pane, select **My Request Calendar**.
3. From the time period context selector field, select the relative time period for which you want to view your department schedule. Or select a range of dates using the calendar icon and then click **Apply**.
4. View the **Location Schedule** that displays at the bottom of the widget**.**

   Tip: You can select another department or job using the Location and Job drop-down lists.



MYTIME: TO VIEW YOUR REPORTS

1. Login to **MyTime**
2. From the Related Items pane, select **My Reports**.
3. Select the report you want to view.
4. From the **Time Period** drop-down list, select a relative time period or you can select **Range of Dates** and use the calendar icons next to the date boxes.
5. Click **View Report**.
6. Click **Print** on the browser toolbar to print your report.

MYTIME: TO VIEW YOUR ATTENDANCE CALENDAR

1. Login to **MyTime**
2. From the Related Items pane, select **MyTime Attendance Calendar**.
3. From the **Time Period** drop-down list, select a relative time period or you can select **Range of Dates** and use the calendar icons next to the date boxes and then click **Apply**.

   Tip: To choose a specific date, select **Range of Dates**, enter the same start and end date and then click **Apply**.

MyTime v8.1.6: Non-Exempt Employee
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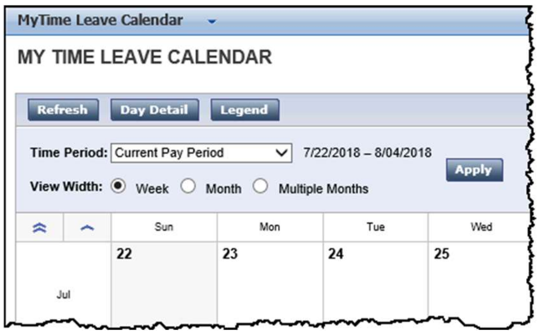
MyTime: To View Your Leave Calendar

1. Login to **MyTime**
2. From the Related Items pane, select **MyTime Leave Calendar**.
3. From the **Time Period** drop-down list, select a relative time period or you can select **Range of Dates** and use the calendar icons next to the date boxes and then click **Apply**.

   Tip: To choose a specific date, select **Range of Dates**, enter the same start and end date and then click **Apply**.

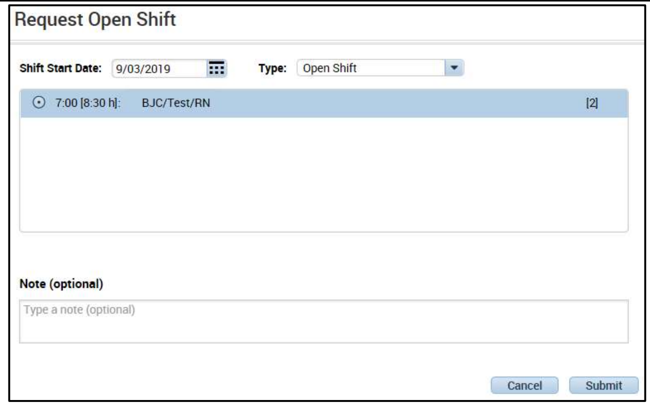


MyTime: To Select Open Shifts

1. Login to **MyTime**.
2. From the Related Items pane, select **My Request Calendar**.
3. Click the relative time period you want to request to work an open shift or to select a range of dates, click the calendar icon and select a range of dates.

   ***Note**: The time period you select MUST include the entire date range of the open shift selection.*
4. Click the **Request Open Shift** icon.
5. Click the calendar icon next to **Shift Start Date** and select the date of the open shift(s) you want to view.
6. Click the button next to the shift you want to request to fill.
7. Click **Submit**.

   ***Note**: The selected shift(s) appear on My Request Calendar indicating you will be working. A message is sent to your manager indicating you're working the open shifts.*

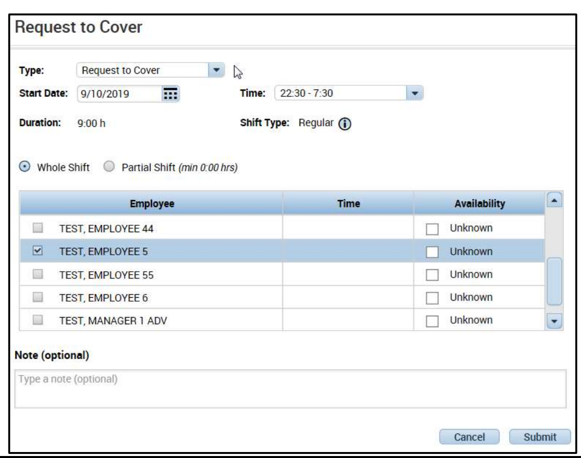


MyTime: To Request To Cover Shifts

1. Login to **MyTime**.
2. From the Related Items pane, select **My Request Calendar**.
3. View your department schedule in the Request Calendar to verify the employee you want to cover your shift is available on the day you want them to cover. (Refer to MyTime: To Review Your Department Schedule.)
4. Click the relative time period for which you want to request coverage or to select a range of dates, click the calendar icon and select a range of dates.

   ***Note**: The time period you select MUST include the shift for which you want to request coverage.*
5. Select the **Request To Cover** icon.
6. Click the calendar icon next to the **Start Date** field and select the date of the shift for which you want to request coverage.
7. Click the check box next to the employee you want to cover your shift.
8. Click **Submit**.

   ***NOTE:** A Request to Cover task will be sent to the employee selected to cover the shift for his or her approval via My Inbox. Once the employee approves, the shift will automatically post to the schedule and a message will be sent to both employees' managers.*

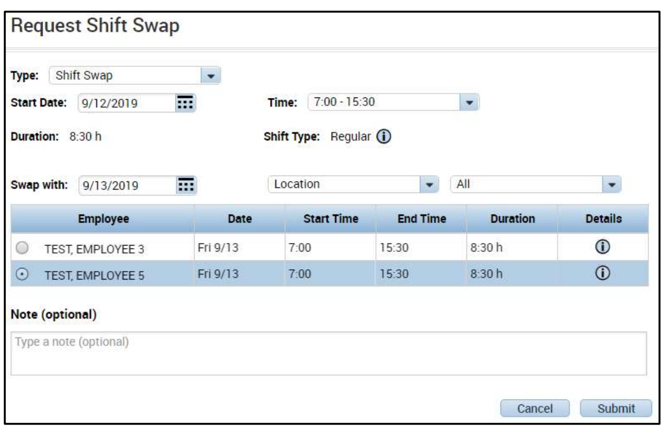


MyTime: To Request To Swap Shifts

1. Login to **MyTime**.
2. From the Related Items pane, select **My Request Calendar**.
3. View your department schedule in the Request Calendar to verify the employee you want to swap your shift is available on the day you want to swap. (Refer to MyTime: To Review Your Department Schedule.)
4. Click the relative time period in which you want to request a shift swap or to select a range of dates, click the calendar icon and select a range of dates.

   ***Note**: The time period you select MUST include the shift you want to swap.*
5. Click the **Request Shift Swap** icon.
6. Click the calendar icon next to **Start Date** to select the date of the shift you want to swap.
7. Click the calendar icon next to the **Swap with** field to select the date of the other person's shift.
8. (Optional) Use the **Location** and **All** drop-down lists to filter the list of shifts by a specific location or job.
9. Click the button next to the person with whom you want to swap.
10. Click **Submit**.

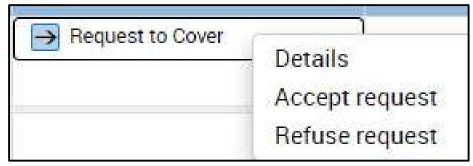
***NOTE:** The Shift Swap request is routed to the employee who is being requested to swap for approval. Once the employee approves the request, the shift will be swapped on the schedule. A message will be sent to the employees' managers.*



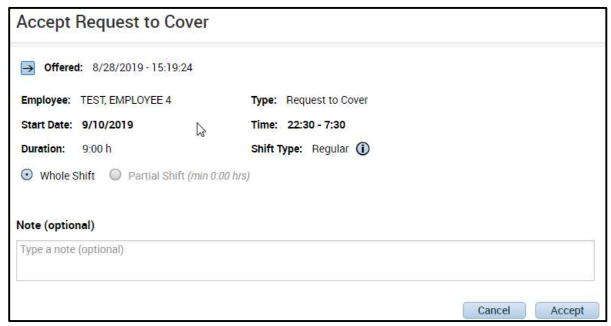
MyTime: To respond To Swap & cover Shift requests

1. Login to **MyTime**.
2. From the Related Items pane, select **My Request Calendar**.
3. Click the relative time period in which you want to review the request to swap or cover a shift. To select a range of dates, click the calendar icon and select a range of dates.

   ***Note**: The time period you select MUST include the shift to which you want to respond.*
4. Right click on the Request to Cover or Shift Swap indicator on the date for the request.



5. Do one of the following:
   - To review the details of the request, click **Details**. After reading the details of the request, click **Close**.
   - To Accept the request, click **Accept**. After reading the details of the request, click **Accept**.
   - To reject the request, click **Refuse**. After reading the details of the request, click **Refuse**.



***Important**: Employees MUST follow their departmental guidelines regarding Shift Swaps and Request to Cover. If employees are placing other employees into overtime, they MUST have their manager's approval prior to submitting the request.*