

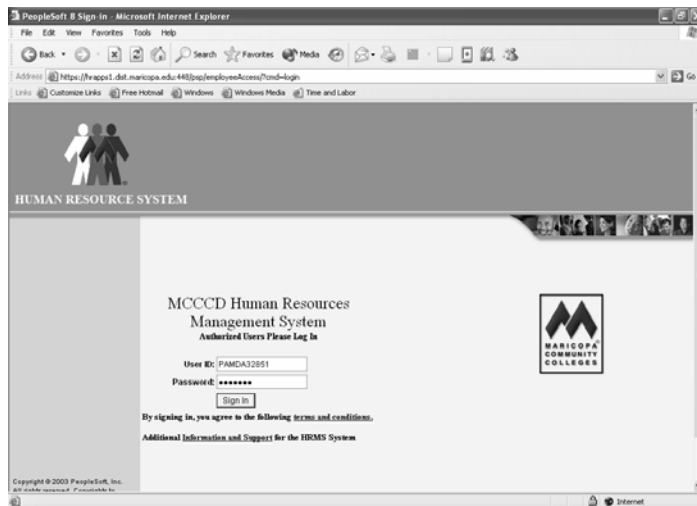
Human Resources Management System Time Reporting for Hourly Employees

Reporting Punch Time

All hourly employees are required to punch in and punch out each day for each shift. If lunch is taken, employees are required to punch in and punch out for that as well.

Sign In to HRMS

1. Start Internet Explorer.
2. In the Address field, enter <http://www.my.maricopa.edu>.
3. Click the Employees tab.
4. Click the HRMS login link on the right.
5. At the Human Resources Management System login screen, enter your Enterprise ID and Password, and press Enter.



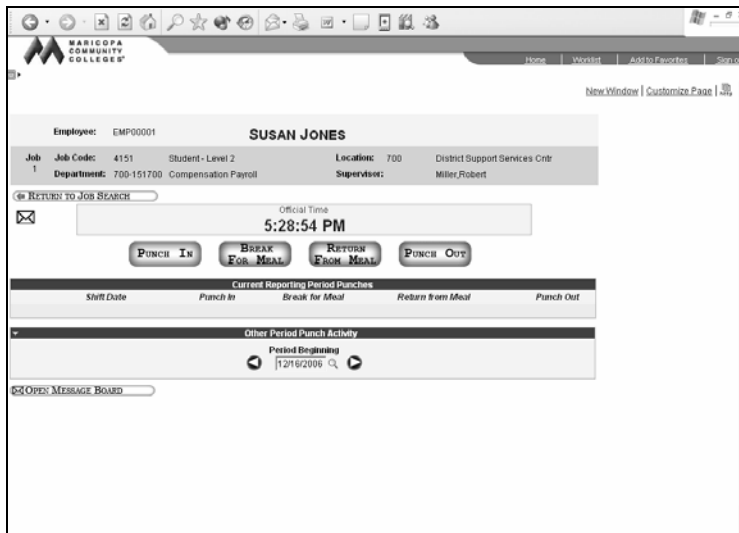
- Your HRMS Self-Service menu displays:



- The menu choices displayed are based on job responsibilities.
6. From the Menu, select the path Self Service >> Time Reporting >> Report Time/Punch Webclock.
 - If you have multiple jobs in Maricopa, a list of your jobs displays. Click on your name link for the job for which you are reporting time.



Reporting Time



1. At the start of your shift, at the Punch Web Clock page, click the Punch In Button.
2. In the upper-right corner of your screen, click the Sign Out link.
3. If/When you take a lunch break, log in and navigate to the Punch Web Clock. (See page one.)
4. Click the Break for Meal Button.
5. In the upper-right corner of your screen, click the Sign Out link.
6. When you return from lunch, log in and navigate to the Punch Web Clock. (See page one.)
7. Click the Return from Meal Button.
8. In the upper-right corner of your screen, click the Sign Out link.
9. At the end of your shift, log in and navigate to the Punch Web Clock. (See page one.)
10. Click the Punch Out Button.
11. In the upper-right corner of your screen, click the Sign Out link.

Modifying or Deleting Punch Time

Hourly employees cannot modify or delete a punch. However, the supervisor, or a supervisor's designate, can make time corrections within the current pay period in HRMS **before** the supervisor deadline.

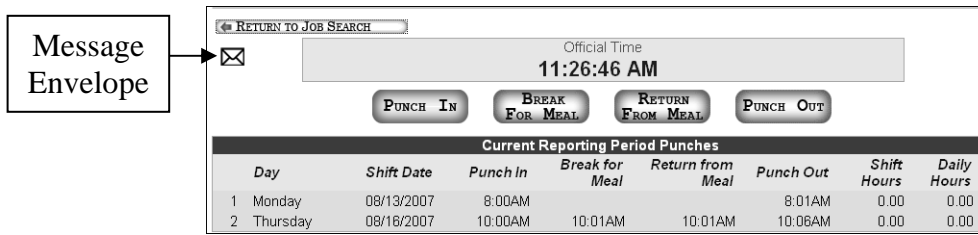
Hourly employees are encouraged to use the message board to notify supervisors about any time reporting corrections in a timely manner. (Message Board is on the next page.)



Message Board -- Read/Send Messages to/from Your Supervisor in HRMS

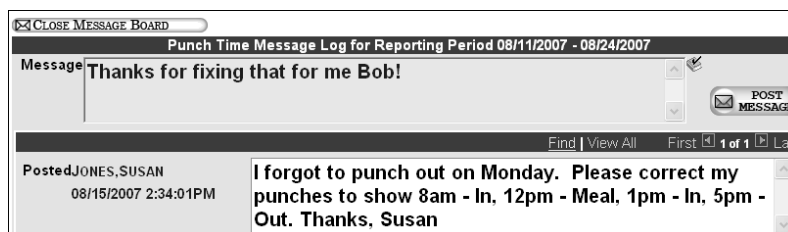
The Message Board is a two-way communication system between you and your supervisor. It's a great way to leave notes and messages regarding time entered and time that needs to be corrected. This Message Board is completely contained within HRMS. It does not interface with any other email system. You will not receive any notification in your email account that you have a message waiting in HRMS. All messages sent using the Message Board can only be viewed within HRMS.

- ❖ If your supervisor has left you a message, there will be a red dot on the envelope in the upper-left area of your Punch Web Clock page.



To read a new, unread message:

1. Click the message envelope with the red dot. (No dot? There are no new messages.)
 - The Message Board opens at the bottom of your screen.
2. Scroll down to the Message Board and read your message.



3. After reading your message, click the Mark as Read button.

To reply to a message:

1. After reading the message, click in the Message field (the yellow text box).
2. Enter your reply.
3. Click the Post Message button.

To send a message:

1. Click the message envelope.
2. Scroll down to the Message Board.
3. Click in the Message field (the yellow text box).
4. Enter your message.
5. Click the Post Message button.

To Sign Out of HRMS: in the top right corner of your screen, click Sign Out.

