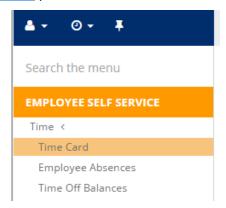
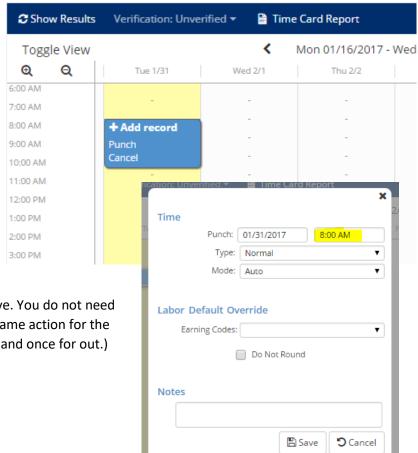
How to Log Time

Once you login at https://tpc.myisolved.com you can click "Time Card" in the left-hand menu.



Now click on the time grid in the column of the day you are recording hours for, around the start time (it is OK if you don't get exact when you click. A blue box will appear – click "Punch".

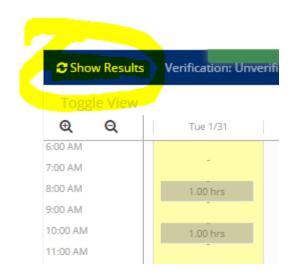


A box will pop up. Enter your start time and click save. You do not need to edit any other fields on this screen. Repeat this same action for the time you ended work. (IE. you need to punch for in and once for out.)

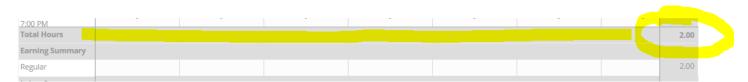
Once you have made at least two punches click the "Show Results" button that is in the place of Edit.

After clicking "Show Results" you will see blue blocks for the time you have recorded which state the number of hours you are credited for working. In this example I have recorded 2 hours of work on 1/31:

Θ	Q	Tue 1/31
12:00 AM		
1:00 AM		-
2:00 AM		-
3:00 AM		-
4:00 AM		-
5:00 AM		-
6:00 AM		-
7:00 AM		-
8:00 AM		8:00 AM-10:00 AM
9:00 AM		2.00 hrs
10:00 AM		



At the end of the pay period please double check the total at the bottom right of the screen and ensure it is accurate:



Contact Human Resources at <u>HumanResources@hendrix.edu</u> if you have any questions or need further assistance.