



# User Responsibilities

## Time Clock Users

- Clock in/out on time clock for each work shift
- Clock out/in on time clock for unpaid breaks, such as lunch
- Submit leave requests through the Web Clock or Time Clock

## Time Sheet Users (Exempt ONLY)

- Complete time sheet on a weekly basis
- Approve time sheet entries on a weekly basis
- Submit leave requests through the Web Clock

## TimeKeepers

- Review all entries on a daily basis to verify accuracy
- Correct incorrect or missed clock operations, including clock in/out, breaks, etc.
- Provide on-site support for end users

## Managers

- Verify accuracy of all reported time segments
- Approve employee time segments
- Approve or deny leave requests