


# Recording Your Time Using the Clocking Icons

## Quick Reference

**Note:** For more detailed information about the tasks described below, see the ezLaborManager online help. To access the online help, click  in the upper right corner of any main ezLaborManager page.

### To Record Your Time Using the Clocking Icons

1 From **My Home**, click the appropriate icon:

- **Clock In** (Use any time you are starting or resuming work.)
- **Clock Out** (Use when you are stopping work.)
- **Lunch Out** (Your company may require you to use this icon when stopping work for lunch.)

The exact time is recorded when you click the icon.

**Note:** Some companies require employees to use the **Lunch Out** icon when clocking out for lunch, while others require employees to use the **Clock Out** icon. If you are not sure which icon to use, contact your supervisor.

### To View Your Time on the Timecard

**Note:** As a clocking employee, you can view your timecard, but you cannot make any changes to it.

1 From **My Home**, click the **My Timecard** icon.

2 From the **Pay Date Range** menu on the **My Timecard** page, select the time frame for which you want to view your time.

### To Print Your Timecard

1 From **My Home**, click the **My Timecard** icon.

2 From the **Pay Date Range** menu on the **My Timecard** page, select the time frame for which you want to print your timecard.

3 Click **Printable View**.

4 In the **Printable View** window, expand or collapse the categories as desired. Only expanded categories will be printed.

5 Click **Print**.

### To View Your Company Holidays (optional feature)

1 Click **My Holidays**.

2 In the **[Current Year] Holidays** section, view your company's holidays for the current year.

3 Click **Last Year** or **Next Year** to view the previous or next year's holidays.