

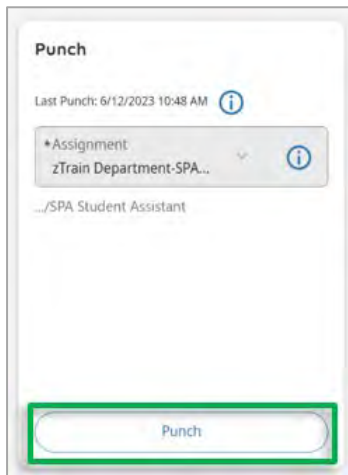
This QRC covers basics for Student and Temporary employees. For a more detailed version, please refer to the TIM Student and Temporary Employee Manual.

## Recording a Timestamp In and Out

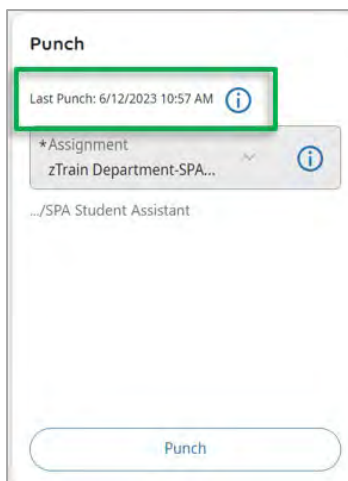
SHRA Students and Temporary employees must record a Timestamp at the start and end of each shift worked. This action is also known as a Punch.

To punch in at the start of a shift:

1. Login into TIM.
2. Click the **Punch button** in the Punch tile.



**Result:** Your punch is recorded and will display in the Punch tile.



**Note:** To punch out at the end of a shift, repeat steps 1 and 2 for the same job assignment.

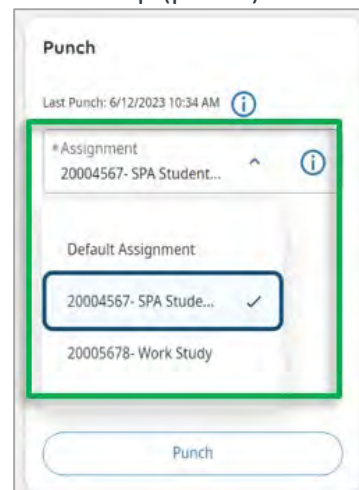
**Important:** If you have more than one job assignment, do not select a different positions when completing a punch out.

## Changing your Work Assignment

SHRA Students and Temporary employees with multiple jobs must select the correct assignment when timestamping/punching in.

To select an assignment:

1. Login into TIM.
2. In the **Punch tile**, from the assignment dropdown, select the work position you wish to record a timestamp (punch) for.



**Result:** You have changed your job assignment and can complete the steps to record a punch in.

**Note:** That position will be saved for punching out when logging back into TIM.

## Important Reminders

- **Missed Punches:** If there are Timestamps (Punches) in and out missing from your Timecard, they will be indicated in red on the Timecard. You must notify and provide the correct information to your Manager or TIM Administrator as soon as possible so it can be corrected.
- **Approving Your Timecard:** Make sure when you are approving your Timecard, the correct pay period is selected before approving the Timecard. Once you click approve, further edits must be completed by your Manager or TIM Administrator.