You are able to access functions such as the Web Clock we reviewed earlier as well as your timesheet, monthly schedule, absence request, and absence balances.

1. Web Clock: You will see this only if you are a Web Clock user. If you punch in via TCD, you will not see this icon. (For instructions punching in, click on the Punching In: Web Clock or Punching In: TCD link)

2. Timesheet: Click on timesheet to review your punches and your hours by the day, week or pay period. You can also view past pay periods as well.

3. Pay Time Summary Page: View your time to be paid by week.

4. Absence Request: Click on Absence Request to request Leave. (See Absence Requests for complete instructions.)

5. Absence Request History: View the status of all Absence Requests including those that have not been submitted.

6. Absence Balance: Click Absence Balance to review your leave: (sick, vacation, comp time).

7. Monthly Schedule: Click Monthly Schedule to view your schedule in the system.