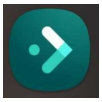
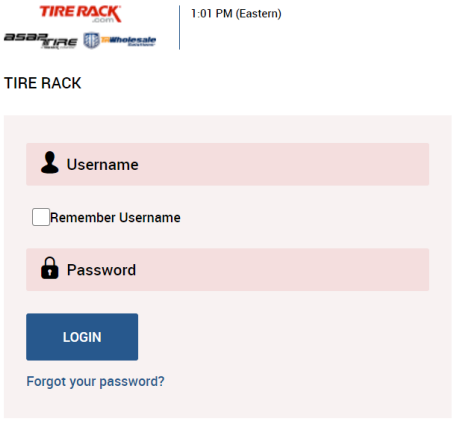
LOGGING IN

Click on the desktop application:

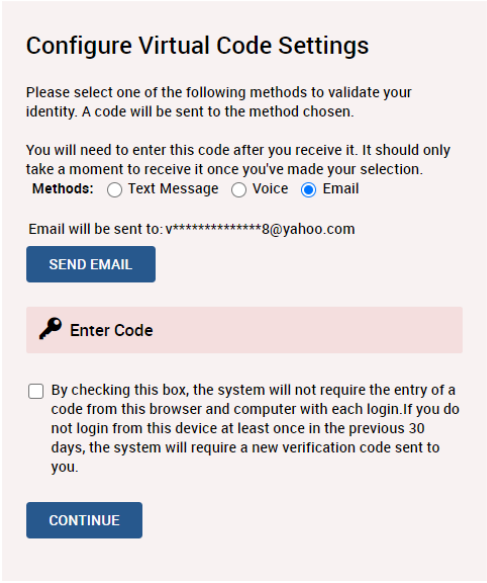


LINK: https://secure6.saashr.com/ta/6168182.login?rnd=XQG

Using your Username and Password, log in through the desktop application or using the link above.



If it is the first time logging in on a particular device, such as a new laptop or tablet, the VCA Settings Screen will appear.



Method: Email

Select “Send Email” if the e-mail address radio dial button is selected and the email sample looks correct. A code will be sent to that e-mail within a few minutes. Once received, enter the code into the *Enter Code* field. By selecting the checkbox below the *Enter Code* field, the system will not require this process again on this particular device unless browser history or cookies have been cleared.

Method: Text Message

If “Text Message” is selected and your cell phone number is set up, you may use that method to retrieve a code as well. Enter the code sent via text in the *Enter Code* field.

Method: Voice

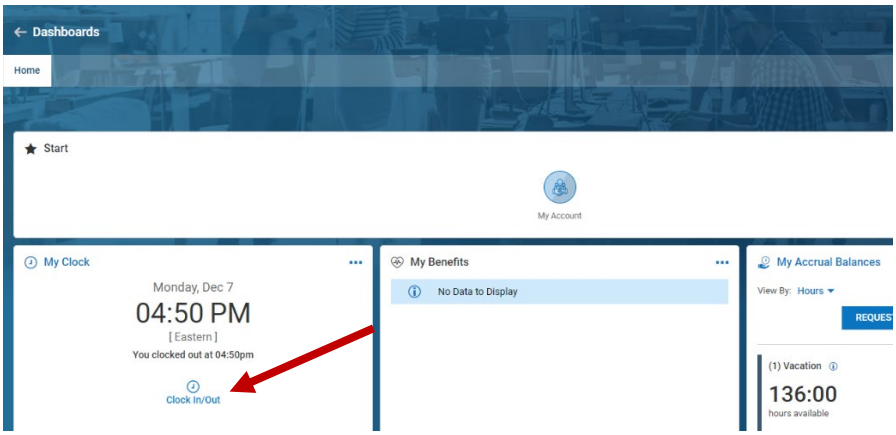
If “Voice” buttons is selected, the phone number listed will be called and a digital voice will relay the code to you. Enter this code in the *Enter Code* field

HOURLY OFFICE STAFF ONLY: HOW TO CLOCK-IN/OUT

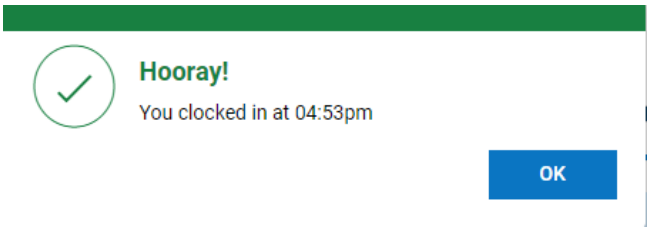
AFTER RECEIVING YOUR SIGN IN EMAIL ON FRIDAY DECEMBER 18TH

Punching in & punching out: follow the steps below to punch into and out of work.

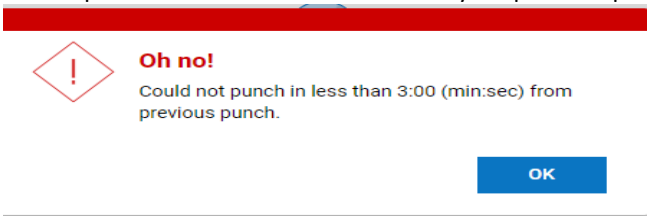
1. On the main page, under the current date and time, click the blue Clock In/Out icon to punch in and punch out.



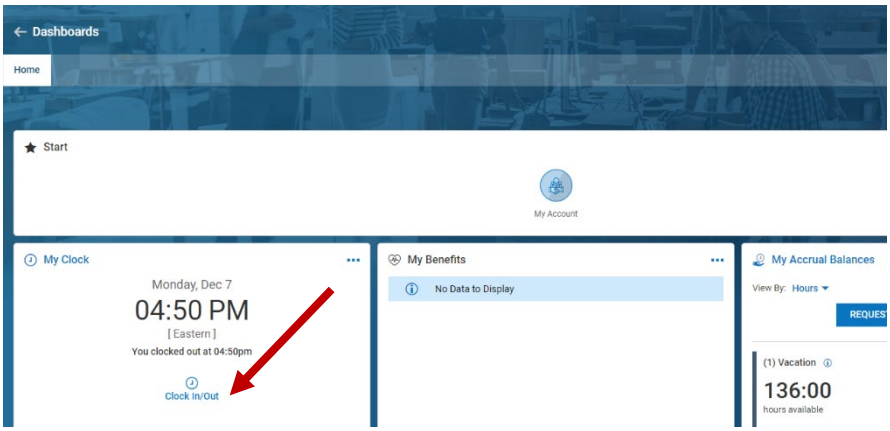
2. Once you have clicked on the blue "Clock In/Out" icon, you will receive confirmation you have successfully clocked in. Click ok, and log out. You have successful punched in for work.



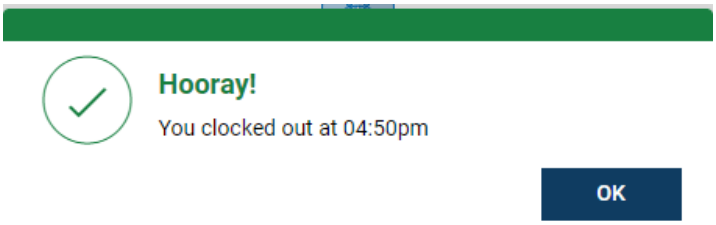
If you attempt to punch in or punch out within 3 minutes of your previous punch, you will receive an error message stating you cannot punch in less than 3 minutes from your previous punch. Please click ok and wait 3 minutes to try your punch again.



3. To punch out for lunch, or to punch out at the end of your work day, click on the blue "Clock In/Out" icon. You will receive confirmation you have successfully punched out. Click ok, and logout. You have successfully punched out.



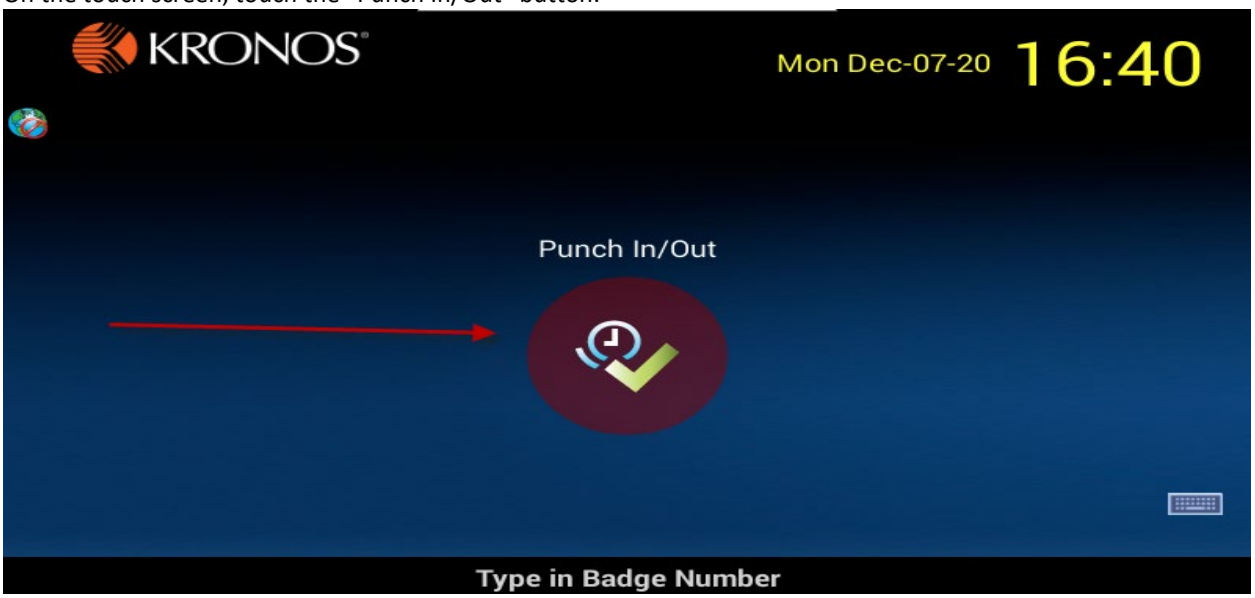
4. You will receive confirmation you have successfully punched out. Click ok, and logout. You have successfully punched out.



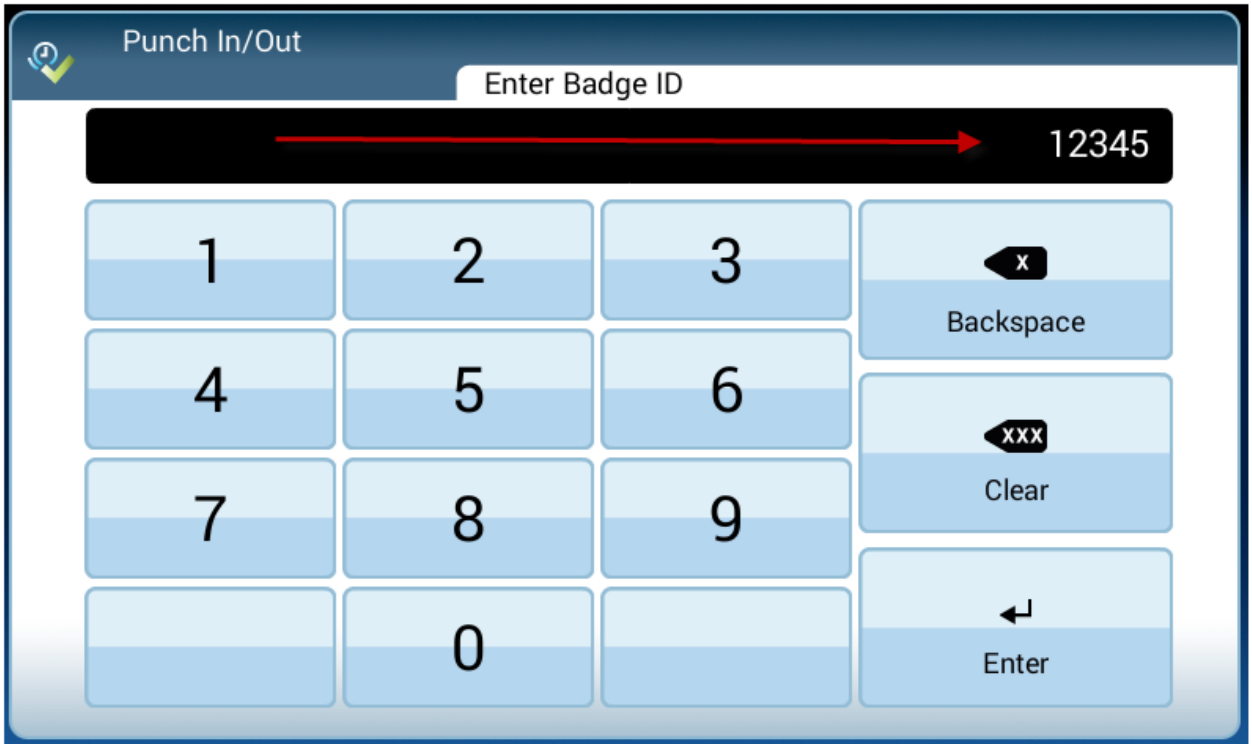
WAREHOUSE EMPLOYEES ONLY: HOW TO CLOCK-IN/OUT

InTouch Time Clock

On the touch screen, touch the “Punch In/Out” button.



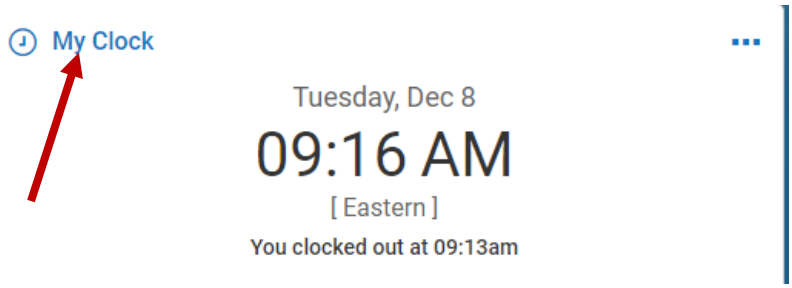
Enter your employee ID# here to clock in or out.



MODIFYING YOUR PUNCHES & SUBMITTING A CHANGE REQUEST

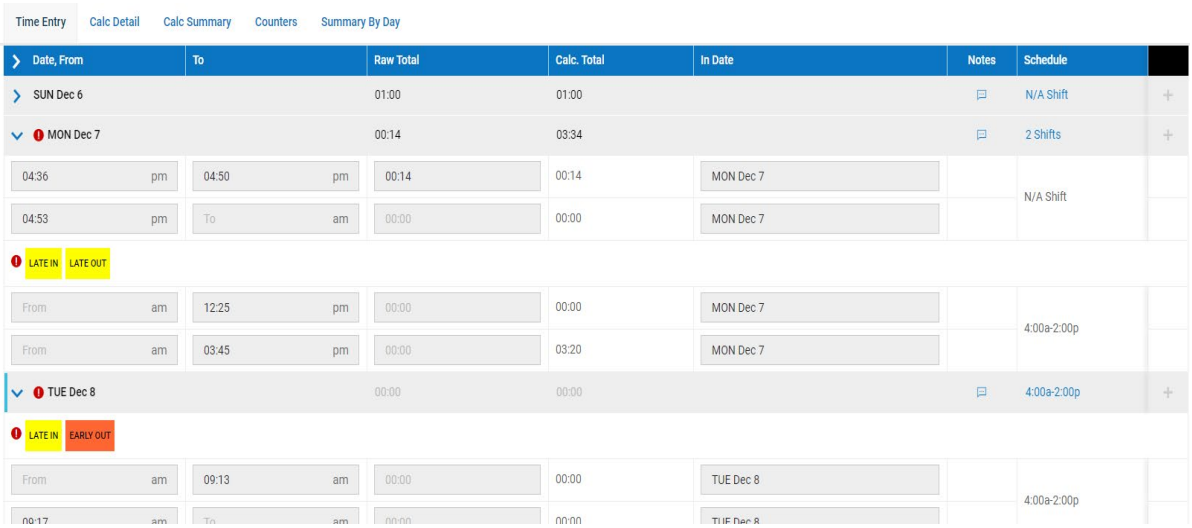
Follow the steps below to modify your timecard or to submit a change request to your manager.

1. If you have punched in or out in error, or punched out and continued to work, you can modify your punch. Double click on the blue "My Clock" icon, located on the main home page.

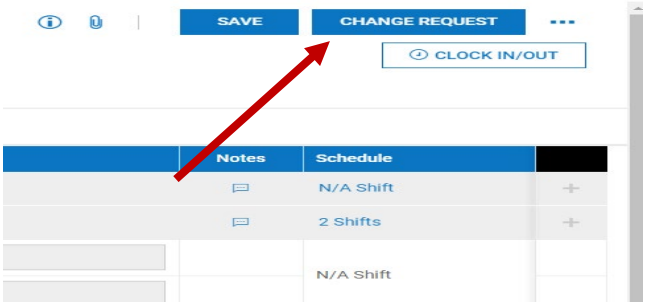


HOW TO REVIEW TIME SHEETS & MAKE EDITS

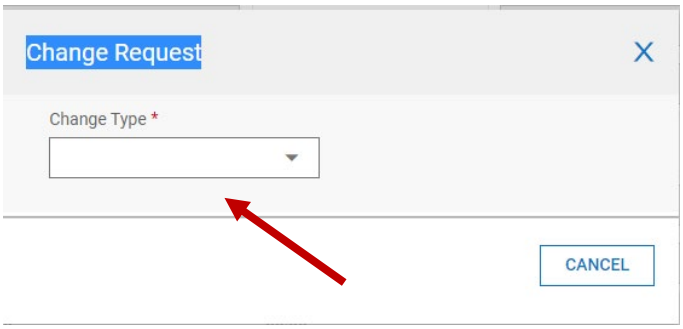
2. A list of days and corresponding punches will populate below. Here you can review you timecard for accuracy.



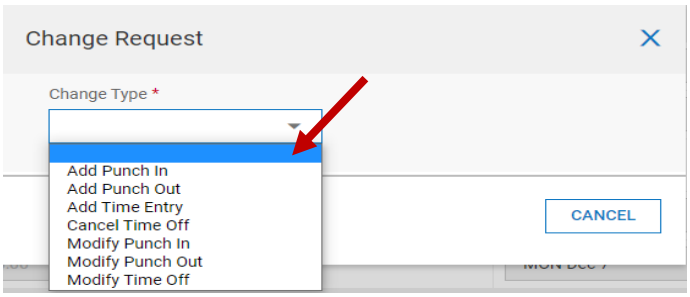
3. To add a punch in/out or modify a punch, select the blue "Change Request" box, located in the upper right hand corner of the page.



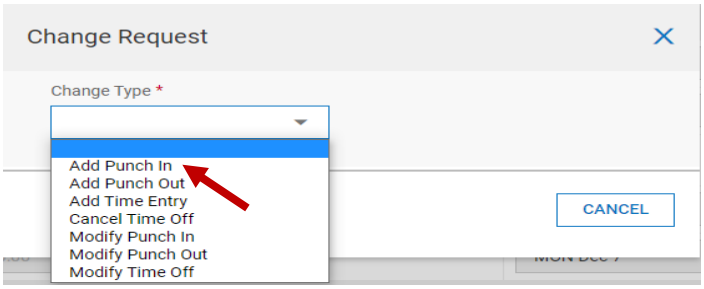
4. Click on "Change Request" and a Change Request box will appear. Using the drop-down arrow under Change Type, select the type of change you are requesting.



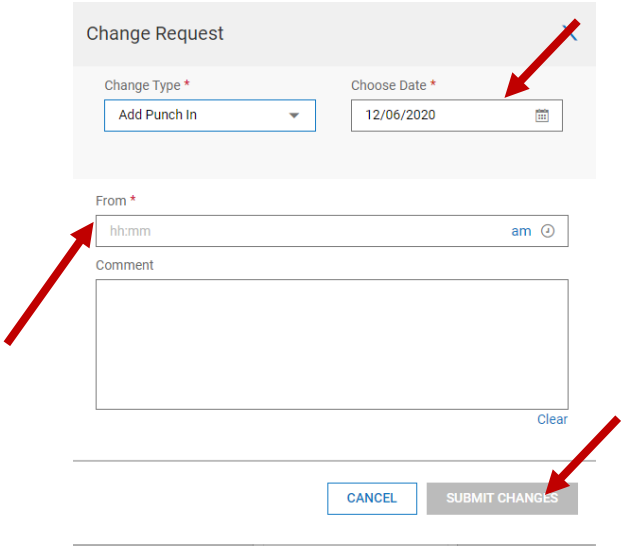
5. Select the appropriate Change Type.



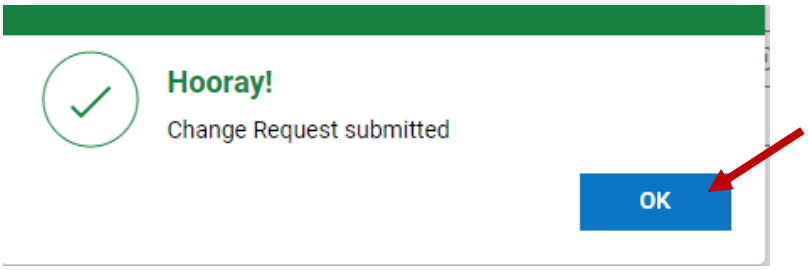
6. To add a Punch In, click on "Add Punch In" from the drop-down menu.



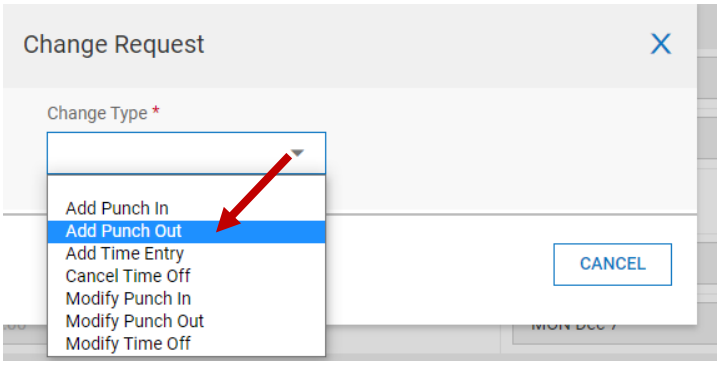
7. A Change Request box will appear. Select the date you wish to change. In the "From" box, enter the correct time you punched in. Be mindful of AM/PM. Click Submit Changes.



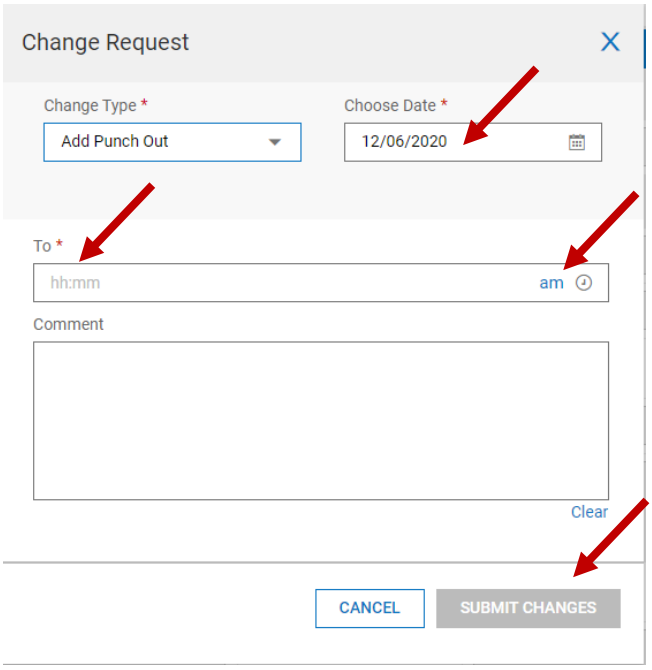
7. **A confirmation box will** appear indicating the change request has been submitted to your manager for approval. Click ok



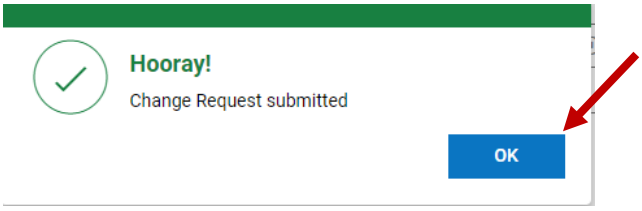
8. To add a Punch Out click on "Add a Punch Out' from the drop-down menu.



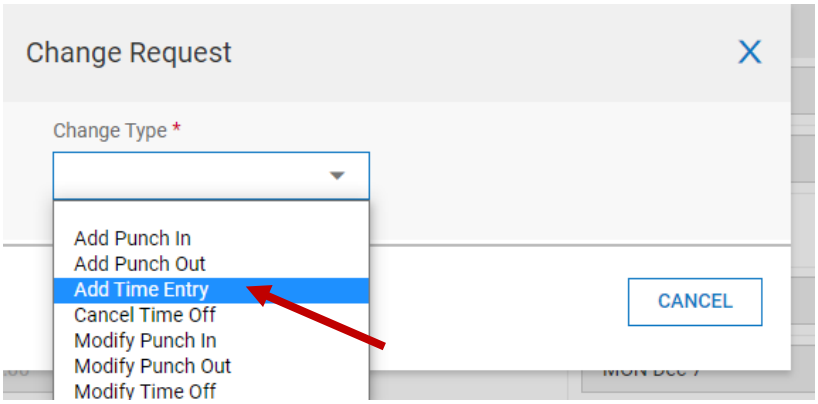
8. A Change Request box will appear. Select the date you wish to change. In the "To" box, enter the correct time you punched out. Be mindful of AM/PM. Click Submit Changes.



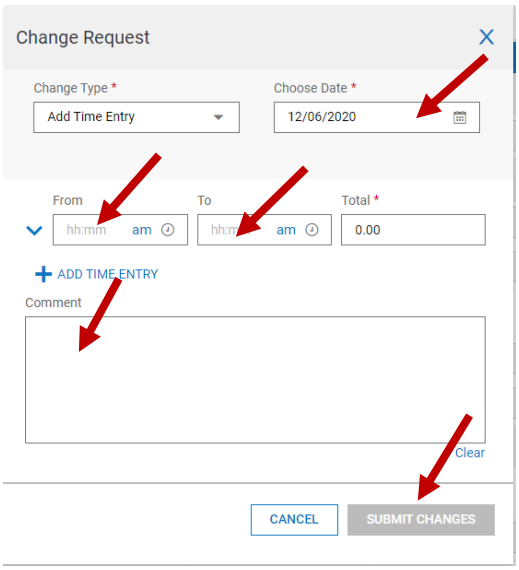
9. A confirmation box will appear indicating the change request has been submitted to your manager for approval. Click ok.



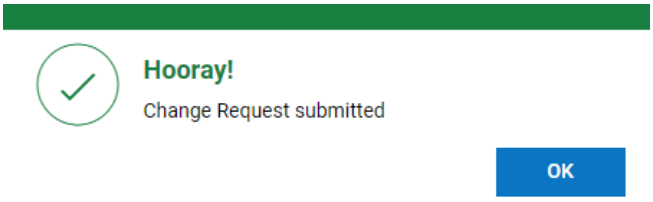
10. To add time, select “Add Time Entry” from the drop-down menu.



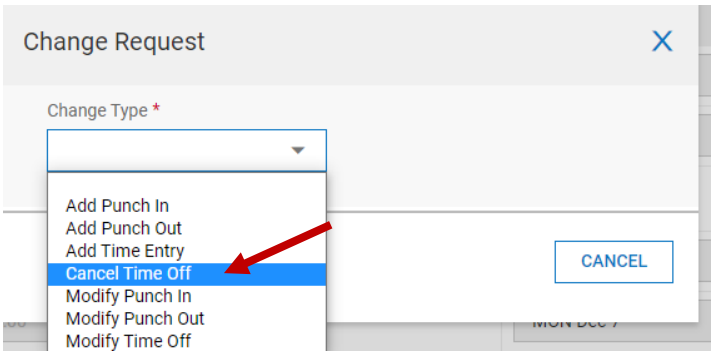
11. A dialog box will appear. Select the appropriate date. Enter time added into the “From” and “To” boxes respectfully. For example: From 8:00 am To 6:00 pm. If applicable, type a comment in the comment box. Select Submit Changes.



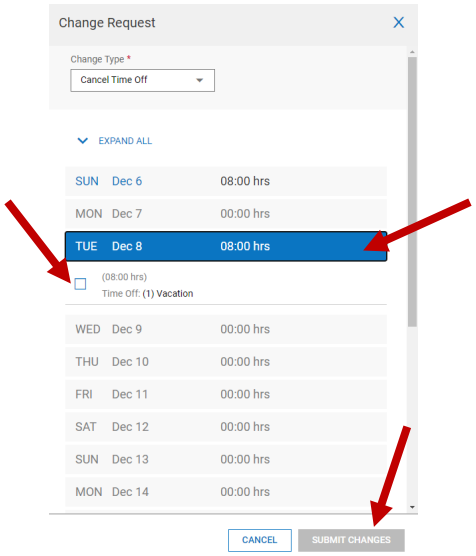
12. A confirmation box will appear indicating the change request has been submitted to your manager for approval. Click ok.



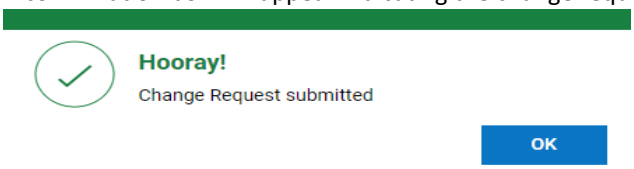
13. To Cancel Time Off, select “Cancel Time Off” from the drop-down menu.



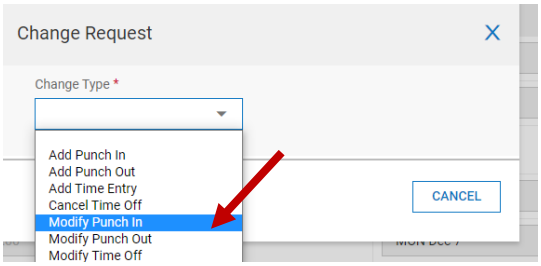
14. A dialog box will appear. Select the appropriate day you wish to cancel. Check-mark the box underneath the day you wish to cancel. Click “submit Changes”. The change request has been submitted to your manager.



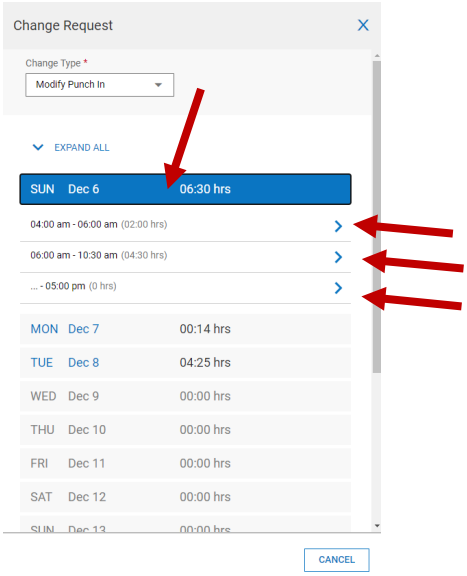
15. A confirmation box will appear indicating the change request has been submitted to your manager for approval. Click ok.



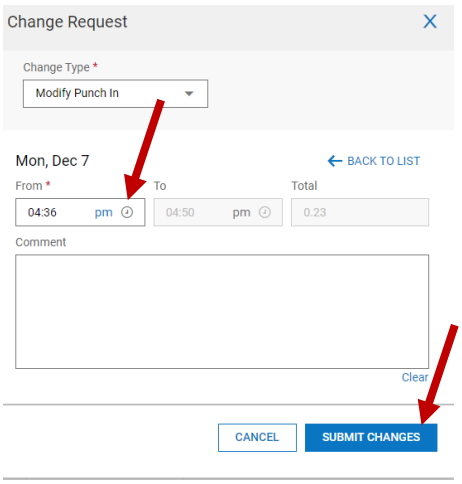
16. To modify a Punch In, select “Modify a Punch In” from the drop-down menu.



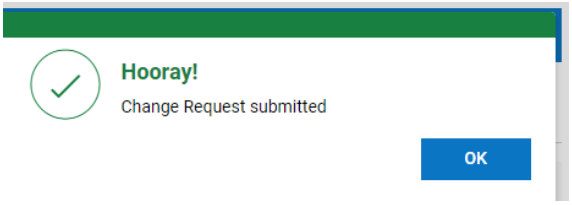
17. A dialog box will appear. Select the day you wish to modify. The selected day will expand to show your punches. Select the time you wish to modify.



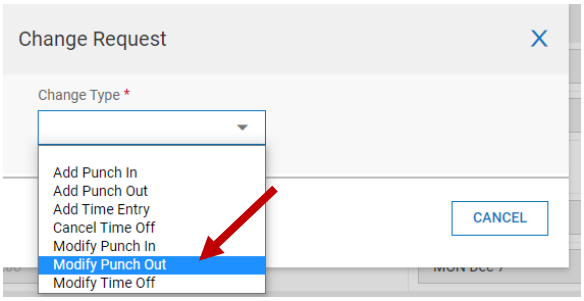
18. A dialog box will appear. In the “from” box, enter the corrected punch in time. Click submit changes.



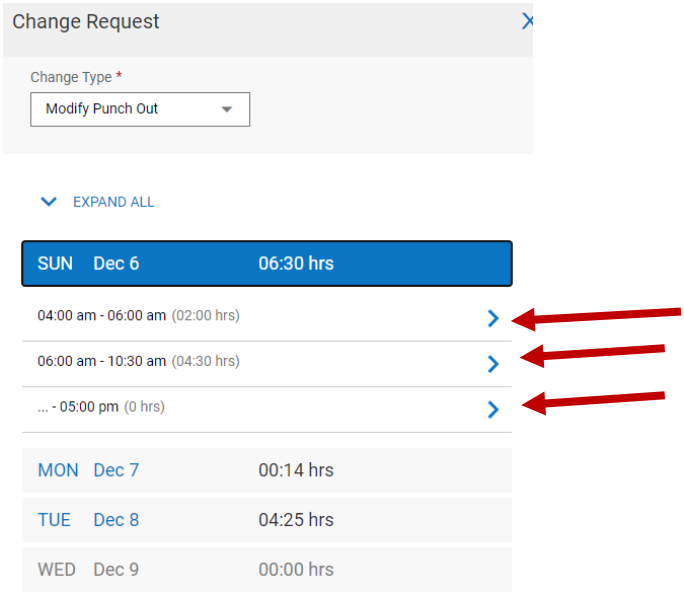
19. A confirmation box will appear indicating the change request has been submitted to your manager. Press ok.



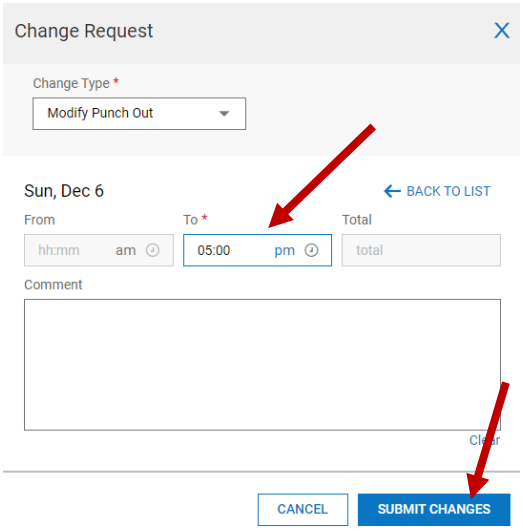
20. To modify a punch out, select “Modify Punch Out” from the drop-down menu.



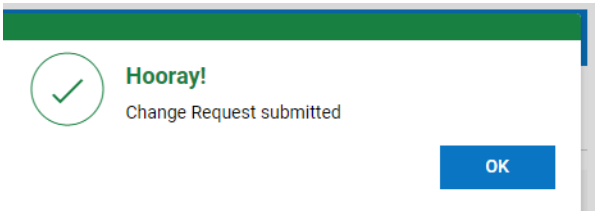
21. A dialog box will appear. Select the day you wish to modify. The selected day will expand to show your punches. Select the time you wish to modify.



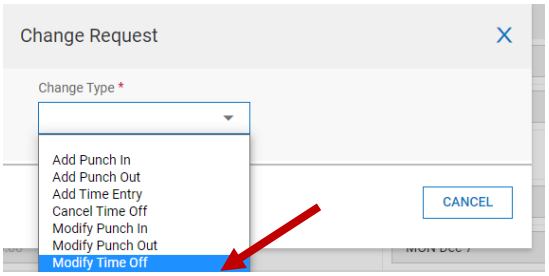
22. A dialog box will appear. In the “to” box, enter the corrected punch out time. Click submit changes.



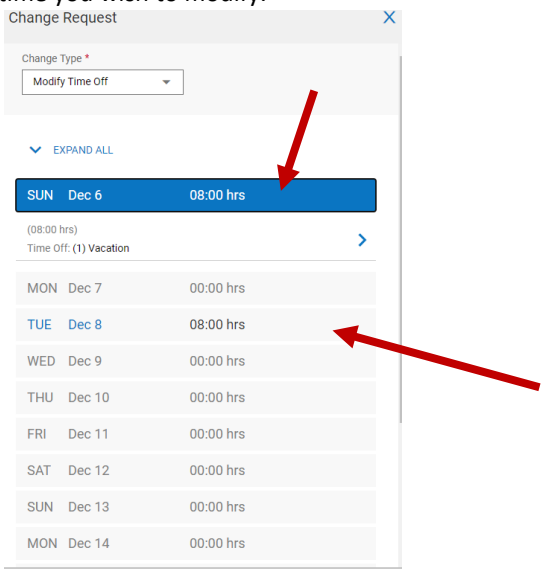
23. A confirmation box will appear indicating the change request has been submitted to your manager for approval. Press ok.



24. To modify Time off, select “Modify Time Off” from the drop-down menu.



25. A dialog box will appear. Select the day you wish to modify. The selected day will expand to show your time off. Select the time you wish to modify.



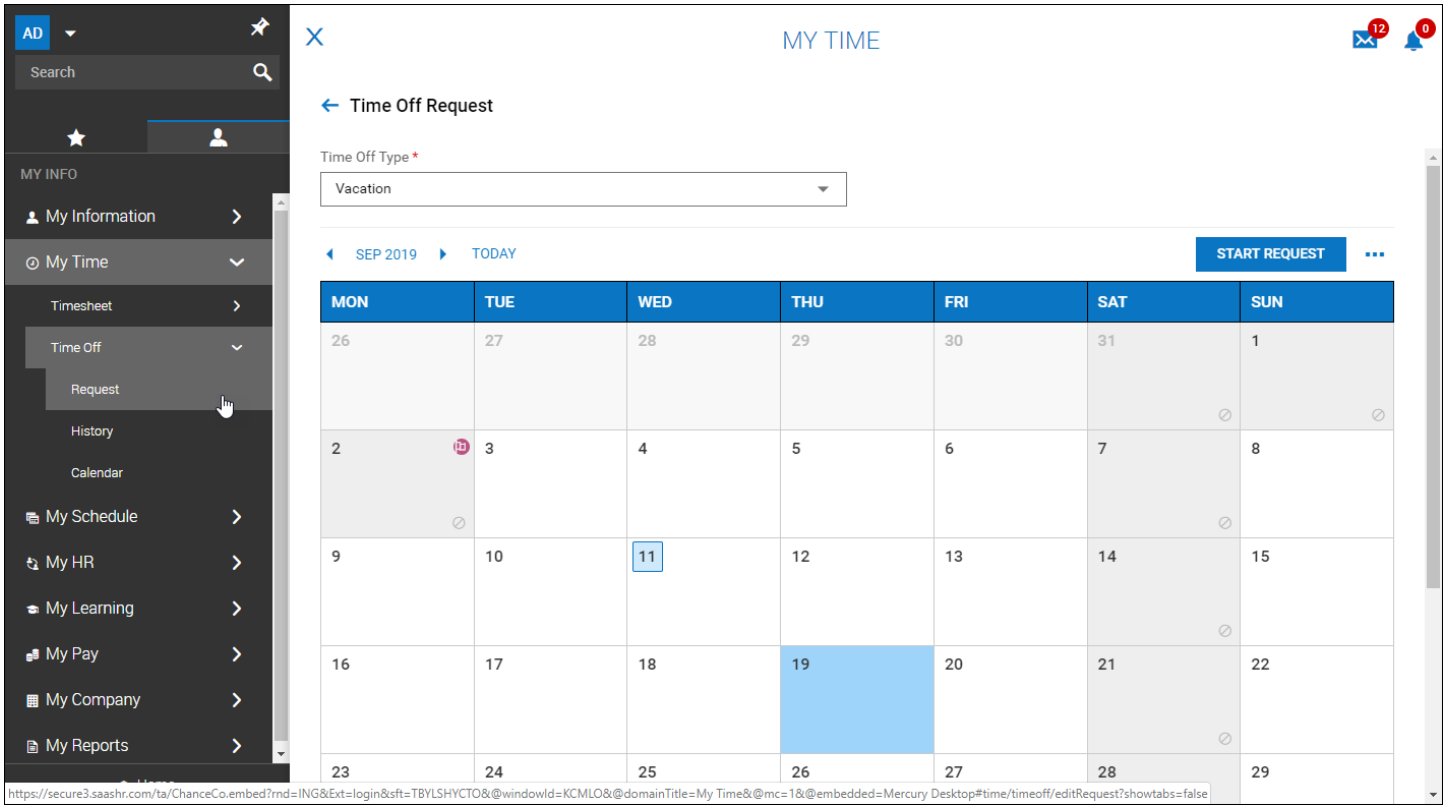
HOW TO REQUEST TIME OFF (VACATION)

1. Navigate to **My Info > My Time > Time Off > Request.**

2. Click the **Time Off Type** drop-down and select desired Time Off Type (vacation, sick, etc.).

3. Select the date being requested by clicking that date on the calendar. If multiple days, click the first day of the date range and then the last day of the date range to select all days within the range.

4. Click **Start Request.**



Request Details and Submit

The Time Off type is auto-populated from your selection in step 2.

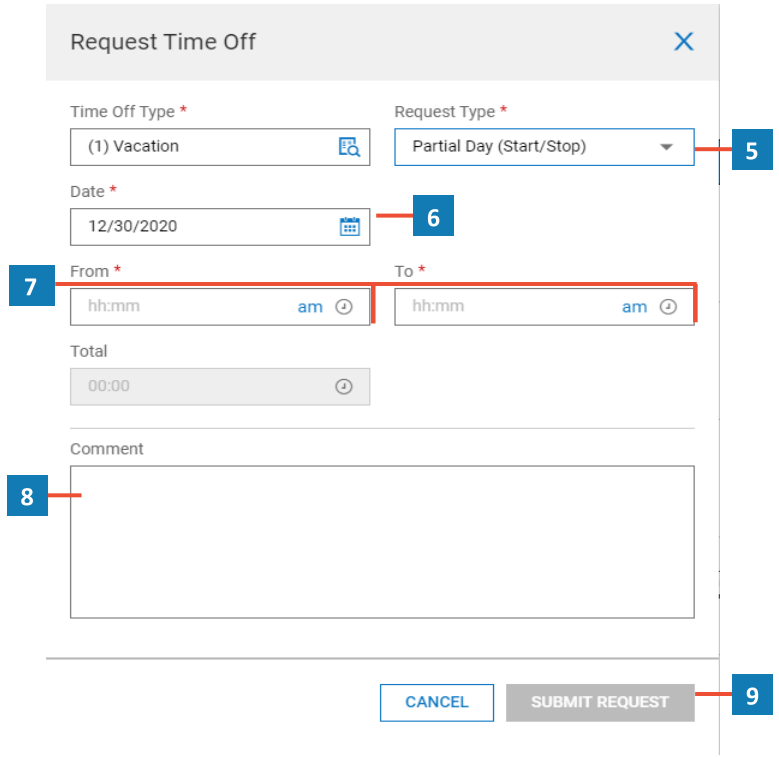
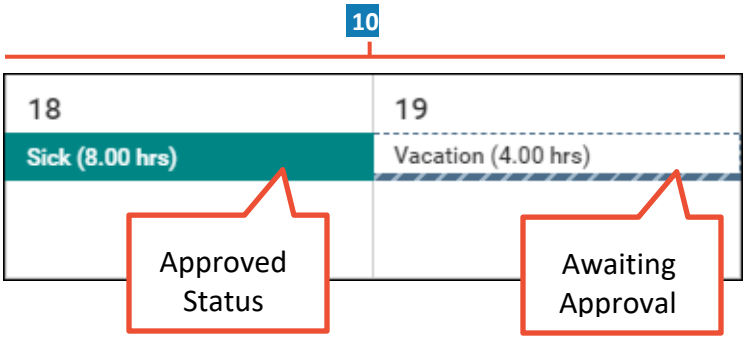
5 Click the **Request Type** drop-down and select from the following:

- **Full Day**: requesting all scheduled time for that day.
- **Multiple Days**: prompts you to enter number of hours requested for each day.
- **Partial Day (Start/Stop)**: prompts you to enter start and end time of requested time off.

6 Confirm date being requested. This auto-populates from selection on calendar.

7 Enter duration, time frame, or total hours (visible fields dependent on selected **Request Type**).

8 Enter a comment or reason for request (optional).

9 Click **Submit Request**.

10 The request now displays on the calendar in either pending status (striped line) or approved status (solid fill).