

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.



TIRE RACK

Username

☐ Remember Username

Password

LOGIN

[Forgot your password?](#)

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.

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods: ☐ Text Message ☐ Voice ☒ Email

Email will be sent to: v*****8@yahoo.com

SEND EMAIL

Enter Code

☐ By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

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

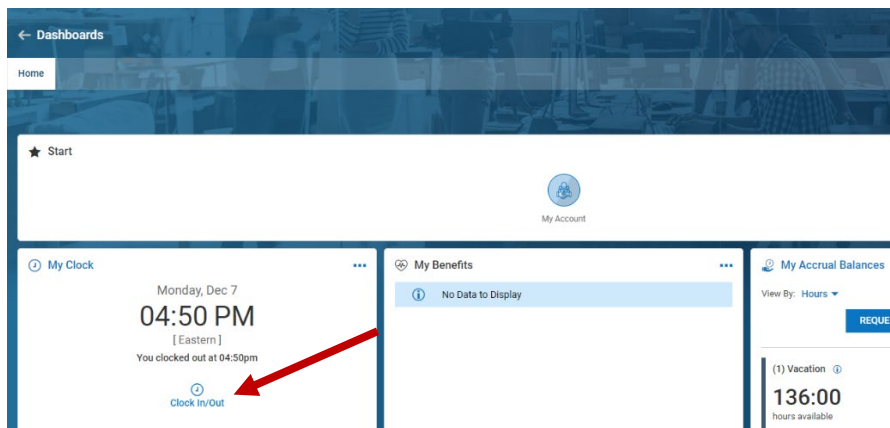
If "Voice" buttons is selected, the phone number listed will be called and a digital voice will relay the code to you. Enter this code in the *Enter Code* field

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

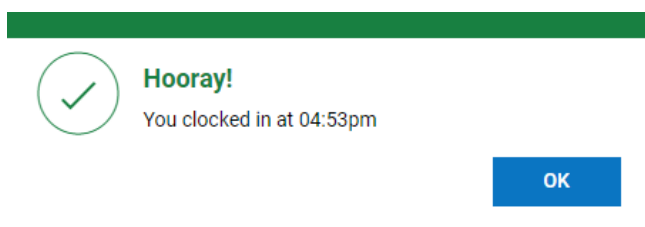
AFTER RECEIVING YOUR SIGN IN EMAIL ON **FRIDAY DECEMBER 18TH**

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

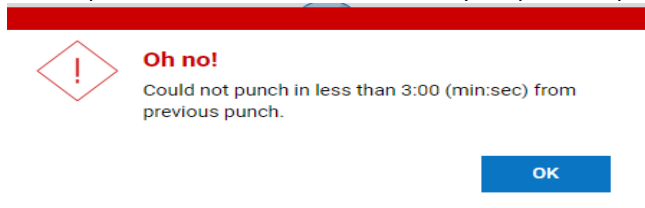
1. On the main page, under the current date and time, click the blue **Clock In/Out** icon to punch in and punch out.



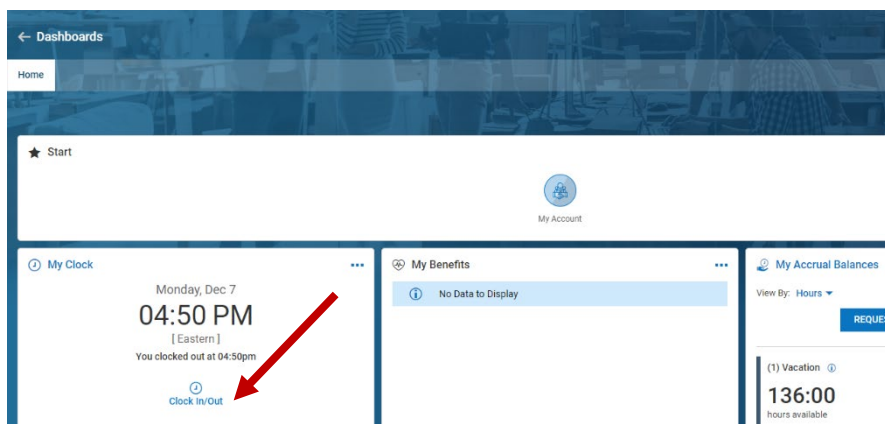
2. Once you have clicked on the blue “**Clock In/Out**” icon, you will receive confirmation you have successfully clocked in. Click ok, and log out. You have successfully punched in for work.



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.



Hooray!

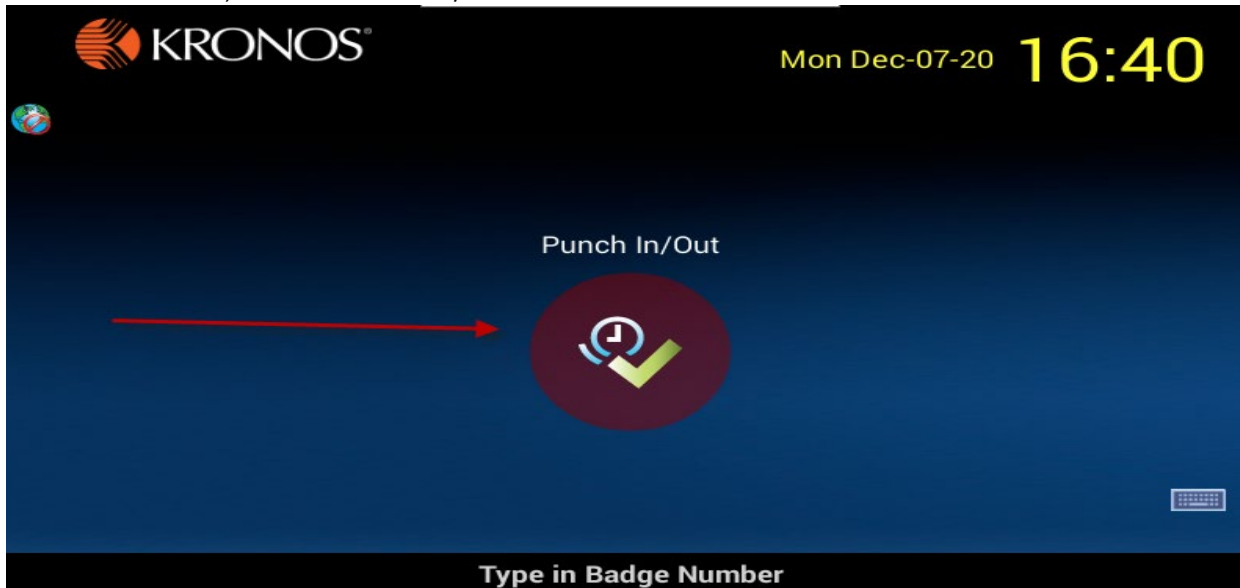
You clocked out at 04:50pm

OK

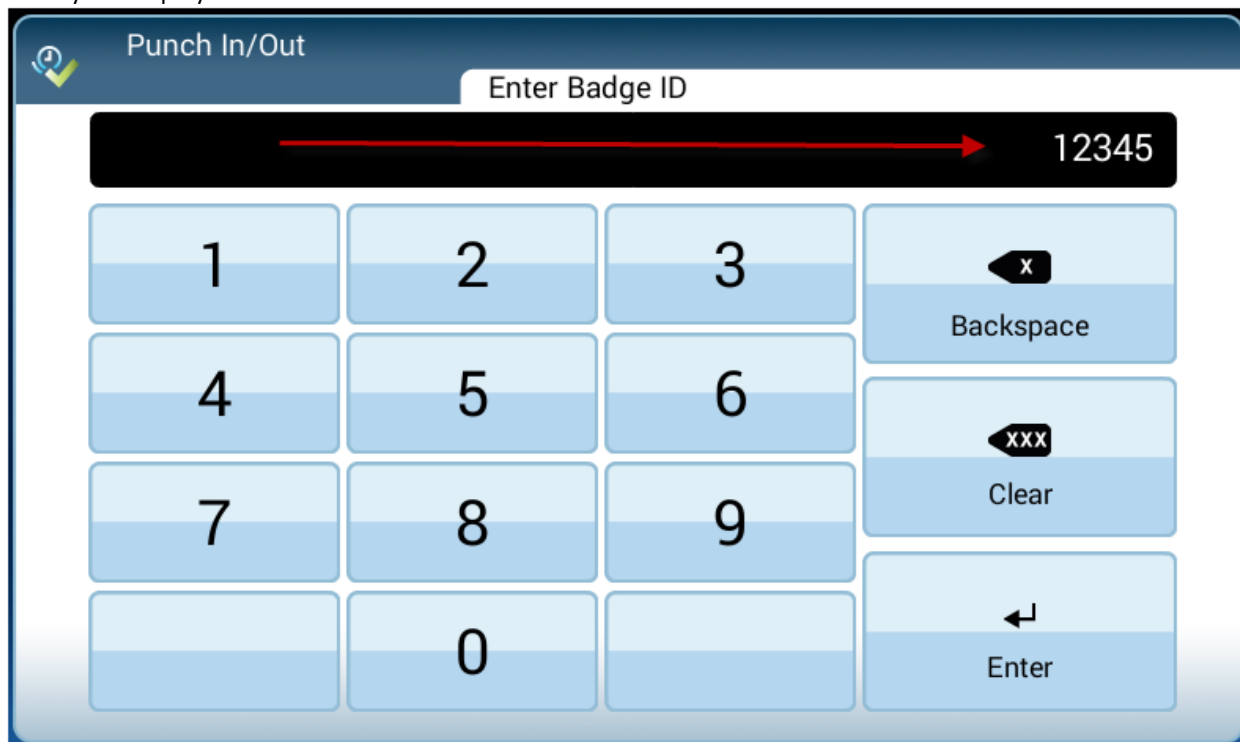
WAREHOUSE EMPLOYEES ONLY: HOW TO CLOCK-IN/OUT

InTouch Time Clock

On the touch screen, touch the "Punch In/Out" button.



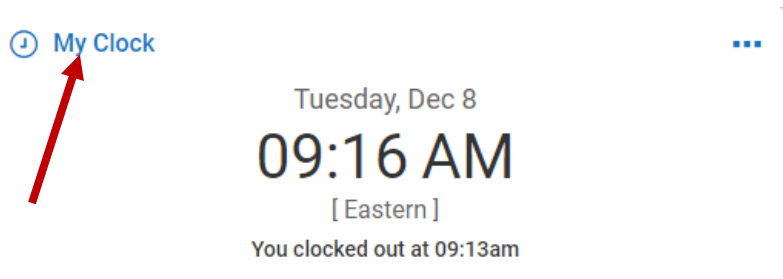
Enter your employee ID# here to clock in or out.



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.

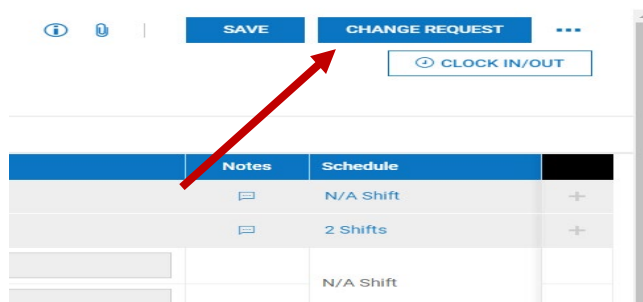


HOW TO REVIEW TIME SHEETS & MAKE EDITS

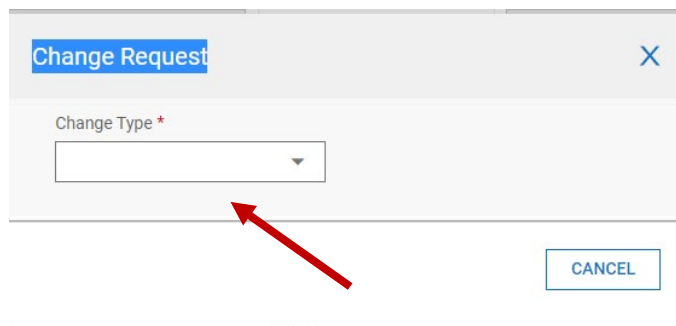
2. A list of days and corresponding punches will populate below. Here you can review you timecard for accuracy.

Time Entry Calc Detail Calc Summary Counters Summary By Day									
> Date, From	To	Raw Total	Calc. Total	In Date	Notes	Schedule			
> SUN Dec 6		01:00	01:00			N/A Shift			+
▼ MON Dec 7		00:14	03:34			2 Shifts			+
04:36 pm	04:50 pm	00:14	00:14	MON Dec 7		N/A Shift			
04:53 pm	To am	00:00	00:00	MON Dec 7					
<div>LATE IN LATE OUT</div>									
From am	12:25 pm	00:00	00:00	MON Dec 7		4:00a-2:00p			
From am	03:45 pm	00:00	03:20	MON Dec 7					
▼ TUE Dec 8		00:00	00:00			4:00a-2:00p			+
<div>LATE IN EARLY OUT</div>									
From am	09:13 am	00:00	00:00	TUE Dec 8		4:00a-2:00p			
00:17 am	To am	00:00	00:00	TUE Dec 8					

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.

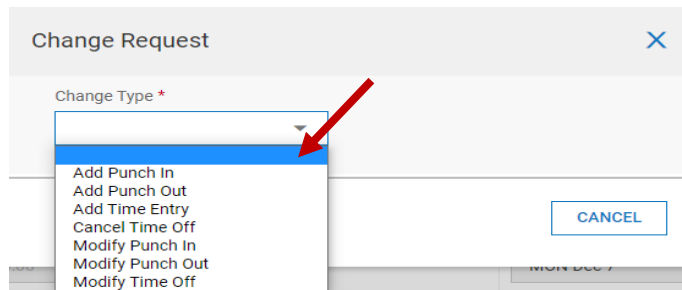


Change Request

Change Type *

CANCEL

5. Select the appropriate Change Type.



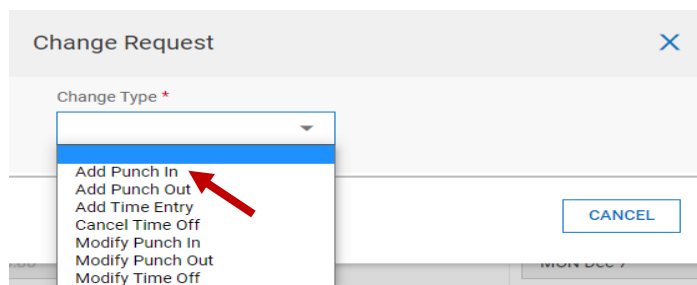
Change Request

Change Type *

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

CANCEL

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



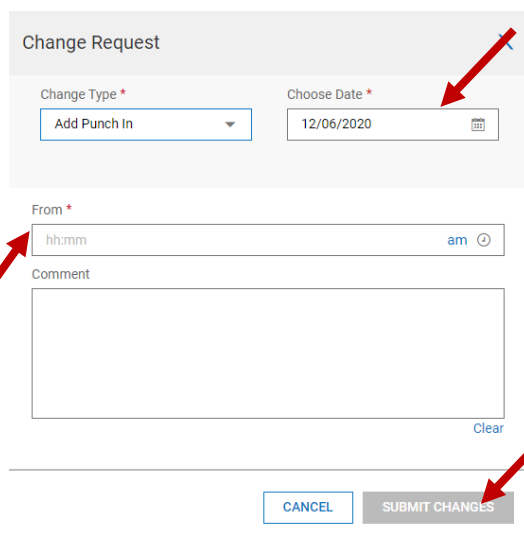
Change Request

Change Type *

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

CANCEL

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.



Change Request

Change Type *

Add Punch In

Choose Date *

12/06/2020

From *

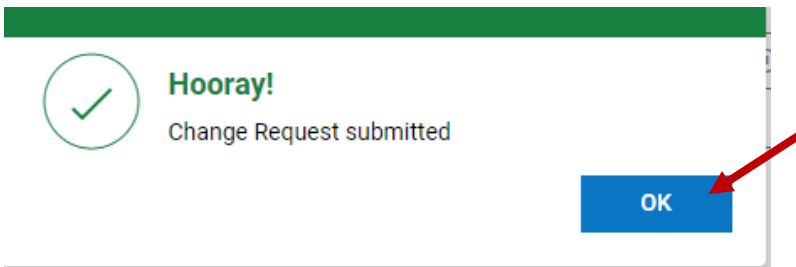
hh:mm am

Comment

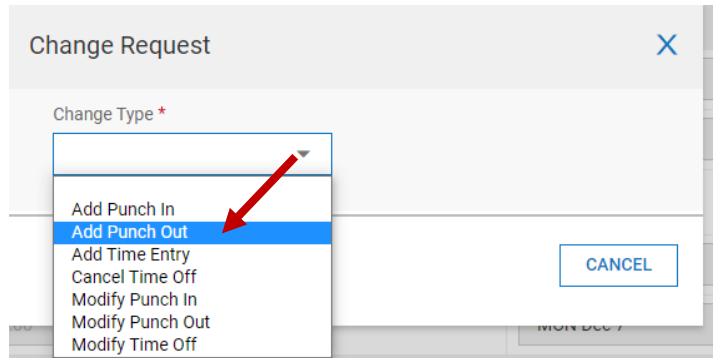
Clear

CANCEL SUBMIT CHANGES

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



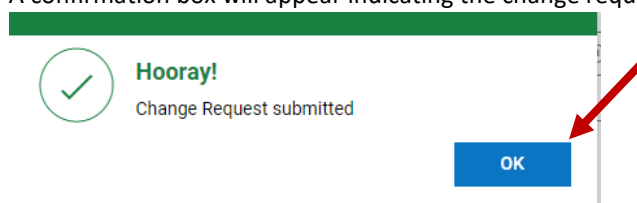
8. To add a Punch Out click on "Add a Punch Out" from the drop-down menu.



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.

A "Change Request" dialog box with a close button (X) in the top right. It contains the following fields: "Change Type *" with a dropdown menu showing "Add Punch Out"; "Choose Date *" with a date input field showing "12/06/2020" and a calendar icon; "To *" with a time input field showing "hh:mm" and an "am" indicator; and a "Comment" text area. A "Clear" link is located below the comment area. At the bottom, there are "CANCEL" and "SUBMIT CHANGES" buttons. Red arrows point to the "Add Punch Out" dropdown, the "Choose Date" field, the "To" time field, and the "SUBMIT CHANGES" button.

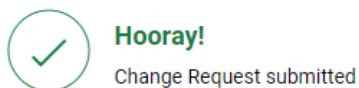
9. A confirmation box will appear indicating the change request has been submitted to your manager for approval. Click ok.



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 respectively. 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.



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.

Change Request

Change Type *

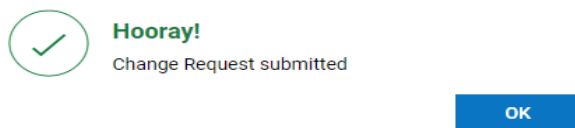
Cancel Time Off

EXPAND ALL

SUN	Dec 6	08:00 hrs
MON	Dec 7	00:00 hrs
TUE	Dec 8	08:00 hrs
<input type="checkbox"/> (08:00 hrs) Time Off: (1) Vacation		
WED	Dec 9	00:00 hrs
THU	Dec 10	00:00 hrs
FRI	Dec 11	00:00 hrs
SAT	Dec 12	00:00 hrs
SUN	Dec 13	00:00 hrs
MON	Dec 14	00:00 hrs

CANCEL SUBMIT CHANGES

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.

Change Request

Change Type *

Add Punch In

Add Punch Out

Add Time Entry

Cancel Time Off

Modify Punch In

Modify Punch Out

Modify Time Off

CANCEL

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.

Change Request

Change Type *

Modify Punch In

EXPAND ALL

SUN	Dec 6	06:30 hrs
04:00 am - 06:00 am (02:00 hrs)		
06:00 am - 10:30 am (04:30 hrs)		
... - 05:00 pm (0 hrs)		
MON	Dec 7	00:14 hrs
TUE	Dec 8	04:25 hrs
WED	Dec 9	00:00 hrs
THU	Dec 10	00:00 hrs
FRI	Dec 11	00:00 hrs
SAT	Dec 12	00:00 hrs
SUN	Dec 13	00:00 hrs

CANCEL

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

Change Request

Change Type *

Modify Punch In

Mon, Dec 7

From * To Total

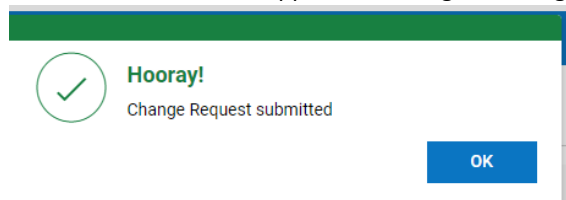
04:36 pm 04:50 pm 0.23

Comment

Clear

CANCEL 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.

Change Request

Change Type *

Add Punch In

Add Punch Out

Add Time Entry

Cancel Time Off

Modify Punch In

Modify Punch Out

Modify Time Off

CANCEL

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.

Change Request

Change Type *

Modify Punch Out

EXPAND ALL

SUN Dec 6 06:30 hrs

04:00 am - 06:00 am (02:00 hrs)

06:00 am - 10:30 am (04:30 hrs)

... - 05:00 pm (0 hrs)

MON Dec 7 00:14 hrs

TUE Dec 8 04:25 hrs

WED Dec 9 00:00 hrs

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

Change Request

Change Type *

Modify Punch Out

Sun, Dec 6

From To * Total

hh:mm am 05:00 pm total

Comment

CANCEL SUBMIT CHANGES

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

Hooray!

Change Request submitted

OK

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

Change Request

Change Type *

Add Punch In

Add Punch Out

Add Time Entry

Cancel Time Off

Modify Punch In

Modify Punch Out

Modify Time Off

CANCEL

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.

Change Request

Change Type *

Modify Time Off

EXPAND ALL

Day	Date	Time
SUN	Dec 6	08:00 hrs
MON	Dec 7	00:00 hrs
TUE	Dec 8	08:00 hrs
WED	Dec 9	00:00 hrs
THU	Dec 10	00:00 hrs
FRI	Dec 11	00:00 hrs
SAT	Dec 12	00:00 hrs
SUN	Dec 13	00:00 hrs
MON	Dec 14	00:00 hrs

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**.

MY TIME

← Time Off Request

Time Off Type*
Vacation

SEP 2019 TODAY START REQUEST

MON	TUE	WED	THU	FRI	SAT	SUN
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

https://secure3.saashr.com/ta/ChanceCo.embed?rnd=ING&Ext=login&sf=TBVLSHYCTO&@windowId=KCMLO&@domainTitle=My Time&@mc=1&@embedded=Mercury Desktop#time/timeoff/editRequest?showtabs=false

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).

The screenshot shows the 'Request Time Off' form and a calendar view. The form has the following fields and callouts:

- 5** Points to the 'Request Type' dropdown menu, which is set to 'Partial Day (Start/Stop)'.
- 6** Points to the 'Date' field, which is set to '12/30/2020'.
- 7** Points to the 'From' and 'To' time fields, which are set to 'hh:mm am'.
- 8** Points to the 'Comment' text area.
- 9** Points to the 'SUBMIT REQUEST' button.
- 10** Points to the calendar view below the form.

The calendar view shows two days: 18 and 19. On day 18, there is a solid green bar labeled 'Sick (8.00 hrs)' with a callout box labeled 'Approved Status'. On day 19, there is a striped blue bar labeled 'Vacation (4.00 hrs)' with a callout box labeled 'Awaiting Approval'.