



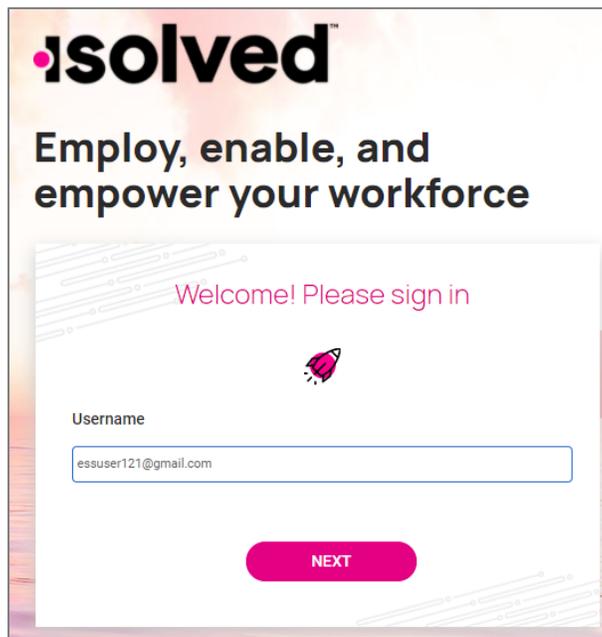
Introduction

The purpose of this article is to review methods of punching in and out in isolated People Cloud's Adaptive Employee Experience. If your employer is using the Time module, you may be required to punch in and out online.

Navigation

In order to access your punch options, log into isolated using your email address and password you created upon authentication. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire. Passwords may also not duplicate any of your previous 10 passwords.

Your first step will be to key in your Username:

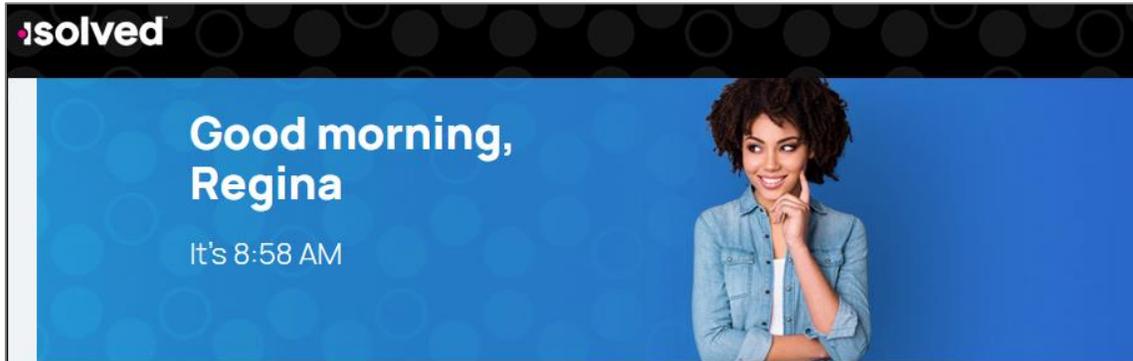


- Click **Next**
- Your Username will appear and give you the option to rekey it by clicking on **"This is not my username"**
- If username is correct, enter **Password**
- If you **Forgot** your password, click **"Forgot my password"** and create a new password
- Once correct password is entered, click **Next**



Welcome Page

Once logged in, you will be created by the system. Your name and time will display based on your time zone. See the example below.



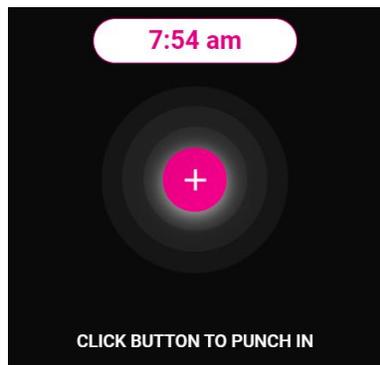
Punch Options

There is a pink button with a clock symbol in it in the upper left corner of the screen.

1. Click on the button to bring up new icons.

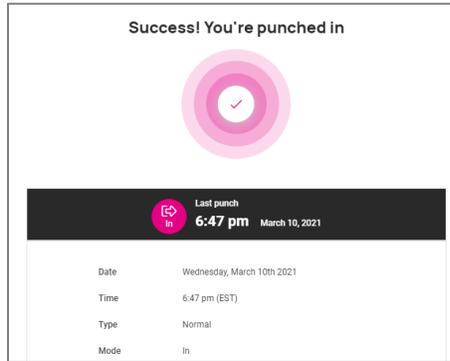


2. Clicking on the ⚡ button will bring you to a page to create a Quick Punch. This allows you to clock in quickly and will record your timestamp. Once the page loads click the pink + to create the quick punch.



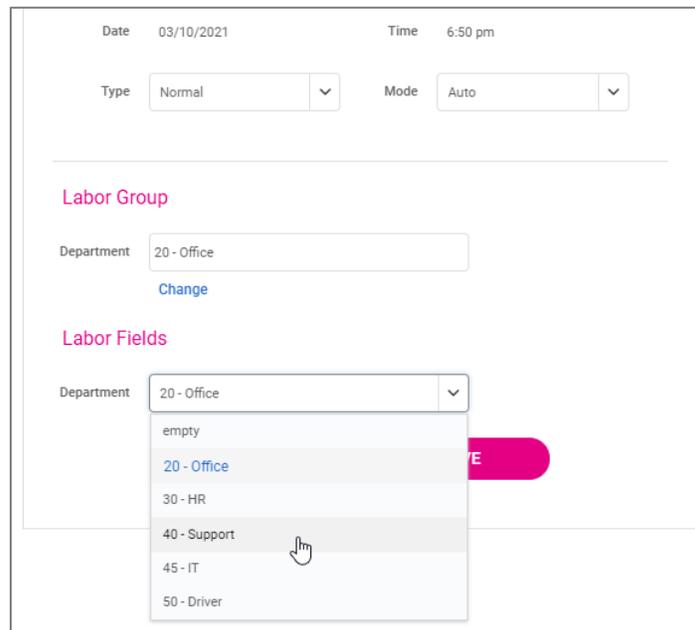


Once you have hit the pink + to create the quick punch, a success message will display.



Click the button that displays as "I'm done" at the bottom of the page to exit.

- 3. Clicking on the  button will create a Detailed punch. This will record the timestamp immediately but it will allow you to enter additional details (if configured) on the next page.
 - a. Options under Type include Normal, Meal, and Break.
 - b. Options under Mode include Auto (the system will apply the next logical punch), In, Out, and Transfer (this is used if you are punching in to a different labor screen)
 - c. The Labor Fields section may have options available in a drop-down list depending on configuration. If applicable, enter any override to your labor information.



- d. Click the button that displays **Save** once you've recorded your detailed punch information.



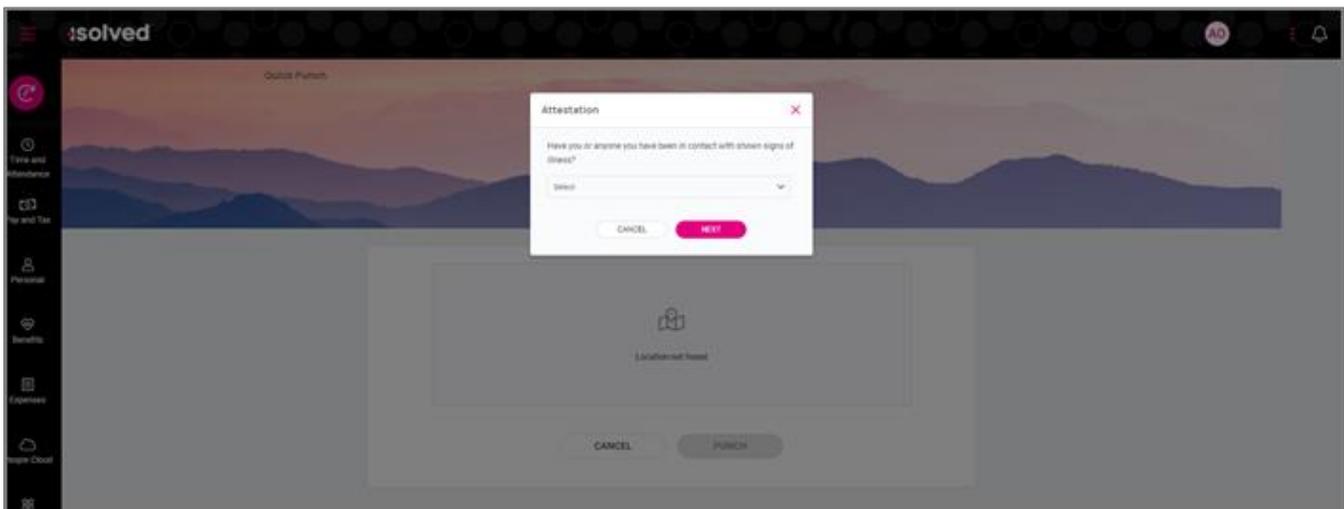
Notes Rule (Attestation)

The employee may be prompted to answer predefined notes that are set up during the punch process. To set up the Time Card notes rules, please read the “Notes Rule (Attestation)” article for direction on how to set up the rules that will display when the employee punches in Adaptive Employee Experience.

Quick Punch

If Notes Rules are assigned to an employee’s policy group, at the time of creating the quick punch, instead of saving the punch immediately, the note rule (attestation) will display.

When an employee is punching in/out the system reviews the Note Rule attached to their policy group and each Note Rule in the rule set (based on conditions) is stepped through one by one in processing order of the rule set. The punch is only saved once all forms have been stepped through.



The employee reads the note displayed in the pop-up and selects the appropriate answer. They then select **Next** to process the punch or to move on to the next rule (if applicable).



Attestation ✕

Have you or anyone you have been in contact with shown signs of illness?

Select ▼

CANCEL NEXT

Attestation ✕

Have you or anyone you have been in contact with shown signs of illness?

No ▼

CANCEL NEXT

Attestation ✕

Was your temperature Successfully taken prior to clocking in?

Yes ▼

CANCEL NEXT



Detailed Punch

Notes rules are displayed in essentially the same way whether the employee is utilizing "Quick Punch" or "Detailed Punch." Only the route that the employee is using to punch differs. Once they click on **Save** on the punch screen, the system looks at the Notes Rules assigned to the employee's policy group to determine if a note needs to be displayed.

Submit Missed Punch

When an employee is submitting a missing punch and they have a Note Rule attached to their policy group, the system prompts them with the note during the missed punch submission process once they click on **Save**.

Offline Punch

When an employee is offline, they are first notified that they are offline before they are moved into Notes Rules (Attestation), which is still displayed as previously mentioned.