

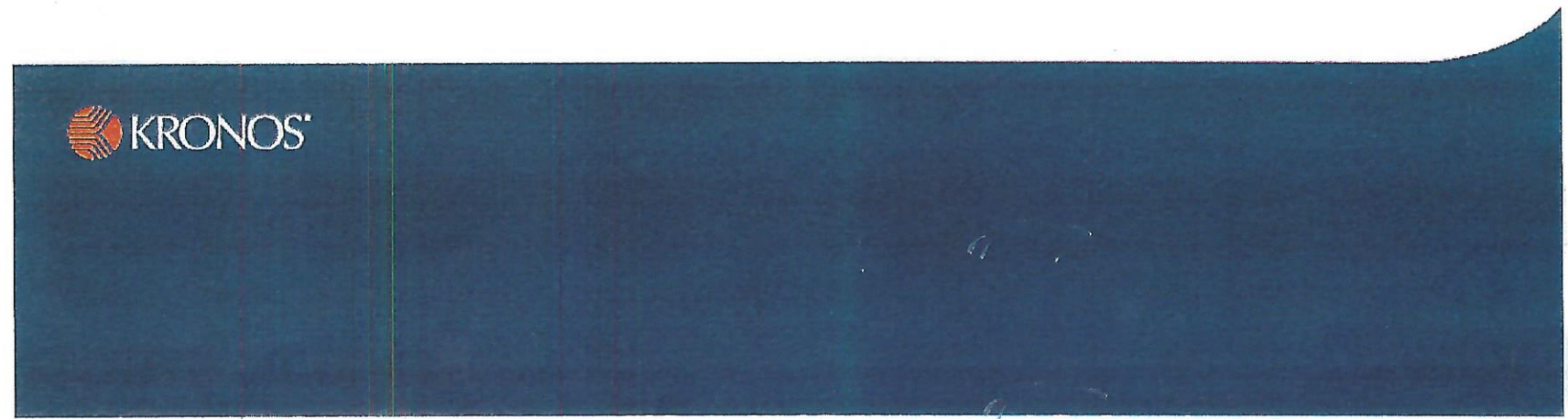
LOG ON

User Name _____
Password _____

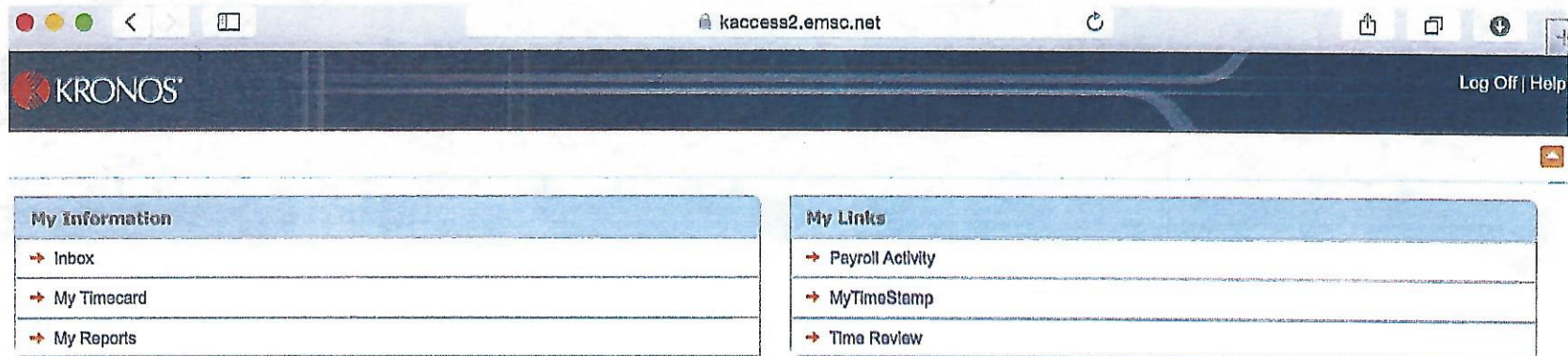


Website: kaccess2.emsc.net

***Same username and password as the portal (without emsc\)**



Home Screen



Inbox: Approved/Rejected punches from your supervisor

My Timecard: View of your timecard

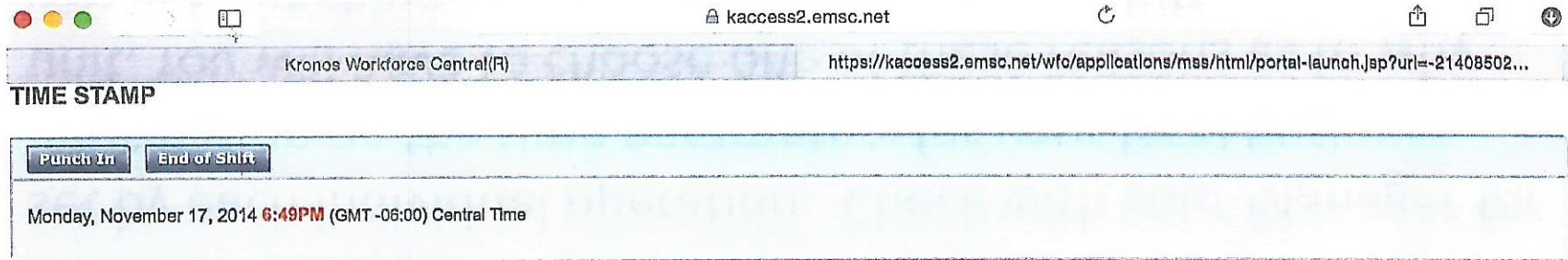
My Reports: Reports on Your Information

Payroll Activity: Breakdown of Daily Wages (This report can be run Tuesday before your payday)

My TimeStamp: Clocking In and Out

Time Review: Where to fix your Missed Punches

Clocking In and Out – My TimeStamp



From the home screen, you will select My TimeStamp when you are clocking in and out. It will give you the option to either Punch In (start of shift) or End of Shift (end of shift). It is important to use the appropriate Punch In or End of Shift because it places your punch on your time card in the correct box.

Punch Restriction

PUNCH RESTRICTED

Your punch has been restricted. Please select a reason and enter an explanatory note.

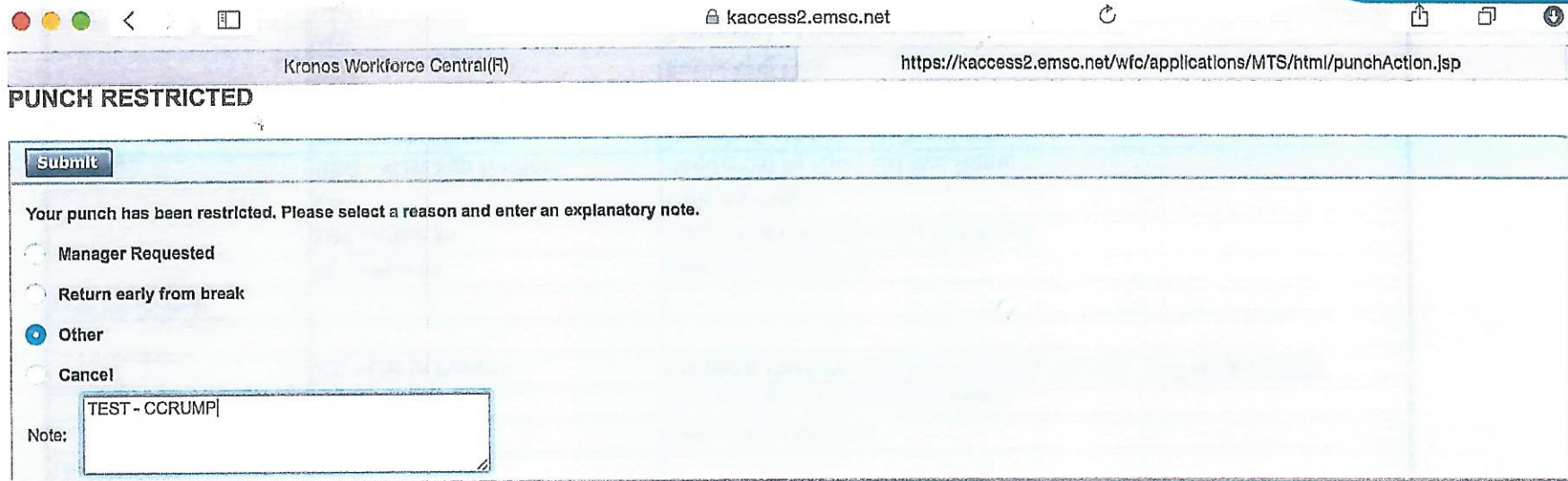
Manager Requested

Return early from break

Other

Cancel

You will get a punch restriction if you are early or late for your shift. The time parameters of what is deemed early or late is set by each individual operation. Check with your Manager for information on the time parameters for your local business unit. You will have to choose one of these reasons as to why you are punching outside of your scheduled shift.



Submit

Your punch has been restricted. Please select a reason and enter an explanatory note.

Manager Requested

Return early from break

Other

Cancel

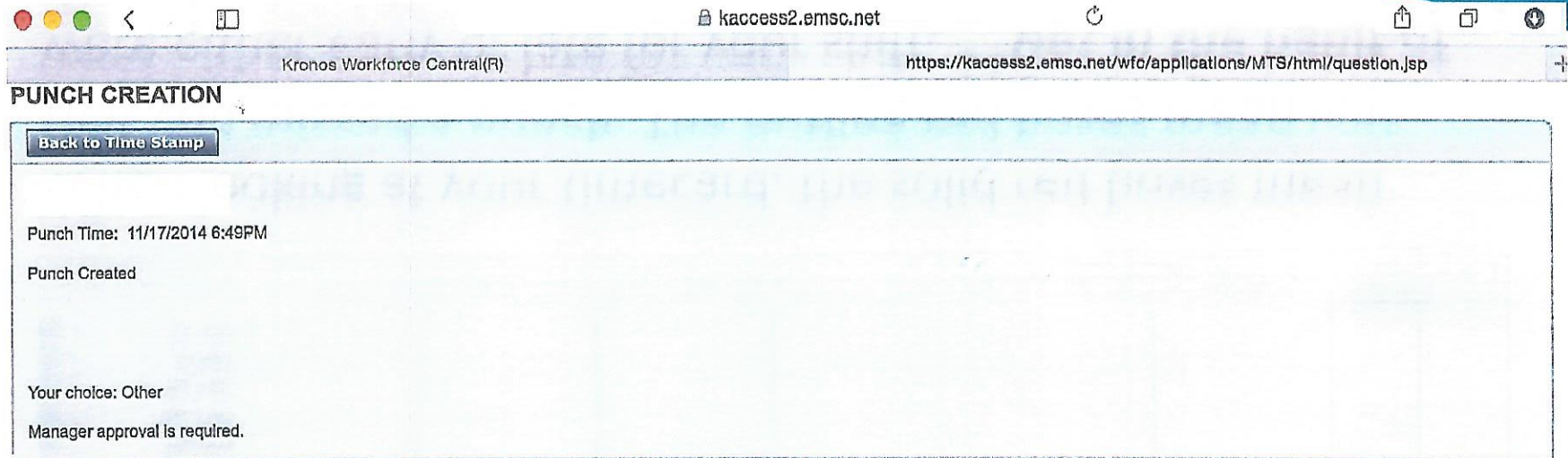
Note:

You will also have to type in a note. This note will be sent to your supervisor for approval. The next slide shows the approved codes you can use for your notes when clocking in and out.

Punch Restriction Cheat Sheet for Note Section

Choose Appropriate Comment and then use these abbreviations for your notes

Punch Restriction Type	Note to Enter	Note Definition
Early In:		
	RBO - <List Sup Name or EH>	Requested by Ops - List Sup Name or EH
	CH	Calls Holding
	CTI <List In Punch>	Correct Time In - Clocked in early by mistake. LIST NEW PUNCH
Early Clock Out:		
	LCV	Low Call Volume
	SSD	Shift Shut Down
	LEP	Left Early - Personal
	SCK	Sick
	ER<List Reliefs Name>	Early Relief - List Relief Employees Name
	CTO <List Out Punch>	CHANGE TIME OUT - Clocked out early by mistake; list correct punch
Late Clock In:		
	LTP	Late - Personal Issue
	UOC	Unit on Call - List correct in punch
	CTI <List In Punch>	CHANGE TIME IN - Clocked in late by mistake. LIST NEW PUNCH
Late Clock Out:		
	LC - <Run #>	Late Call - List Run #
	LDT - <Run #>	Long Distance Transport - List Run #
	CH	Calls Holding
	RBO - <List Sup Name>	Requested by Ops - List Sup Name
	OS<List Out Punch>	Overslept - List correct outpunch
	LR - <List Reliefs Name>	Late Relief - List Relief Employees Name
	RSU	Restocking Unit
	PW	Paperwork - Computer Issues
	DEC	Decon Unit
	SD	Supervisor Duties
	CTO <List Punch>	Correct Time Out - Clocked out late by mistake; list correct punch



After you enter a note, it will generate an email to your supervisor for approval. To know that your punch was successful, you will see PUNCH CREATION at the top of the screen and then your name followed by the date and time you submitted your punch.

My Timecard

Browser address bar: kaccess2.emsc.net

KRONOS logo | Log Off | Help

< Home

TIMECARD

Person & Id

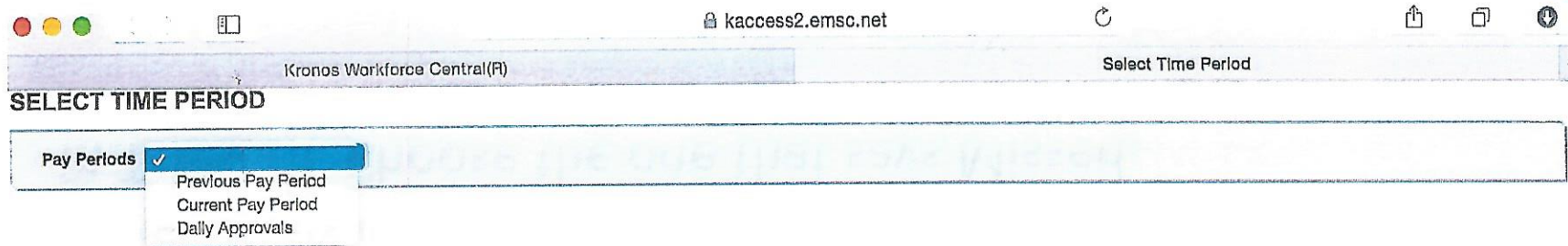
Time Period Current Pay Period

11/16/2014 - 11/22/2014

		Save	Primary Account	Totals Summary	Refresh				
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals		
							Shift	Daily	
	Sun 11/16	PTO No OT	12:00	12:00PM	21850.190.0000/OKLAHOMA C...			12:00	
	Mon 11/17			11:54AM	21850.190.0000/OKLAHOMA C...				
	Mon 11/17			6:49PM					
	Tue 11/18								
	Wed 11/19								
	Thu 11/20								
	Fri 11/21								
	Sat 11/22								
							Total:	12:00	

When looking at your timecard, the solid red boxes mean that you missed a punch. The outline red boxes mean you were either early or late for your shift. ****Get in the habit of checking your timecards weekly.****

Fixing Missed Punches

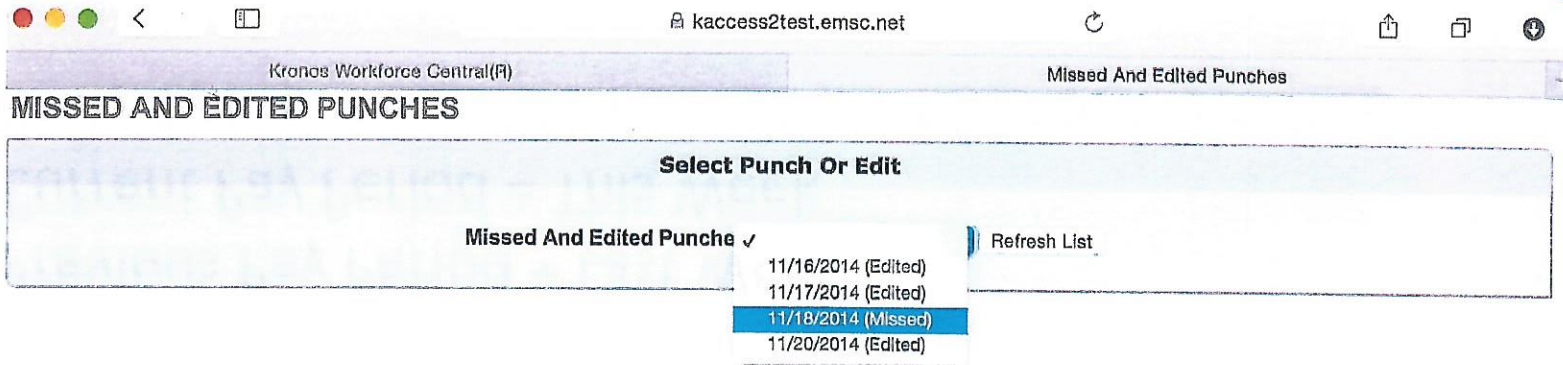


After clicking Time Review from the home screen, you will have the option to select a time period.

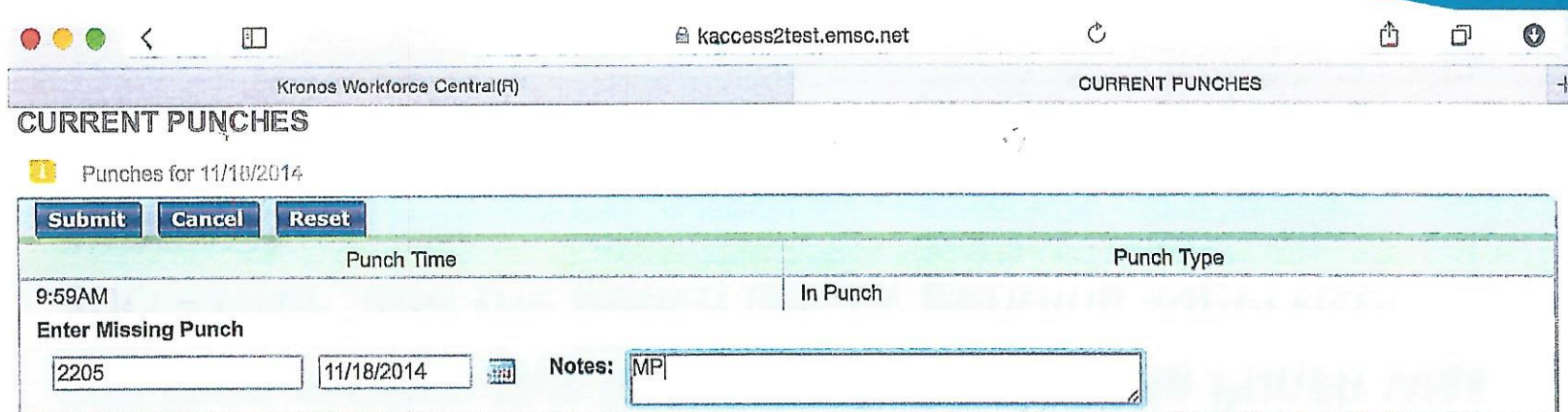
Previous Pay Period = Last Week

Current Pay Period = This Week

Daily Approvals = Where to Submit Missed Punches



After selecting Daily Approvals, you will see Missed and Edited punches. (Edited) means that no further action is needed and (Missed) are the dates that you are missing either an IN or OUT punch, based on your schedule that is in Telestaff. Choose the one that says Missed.



Kronos Workforce Central(R) CURRENT PUNCHES

CURRENT PUNCHES

Punches for 11/18/2014

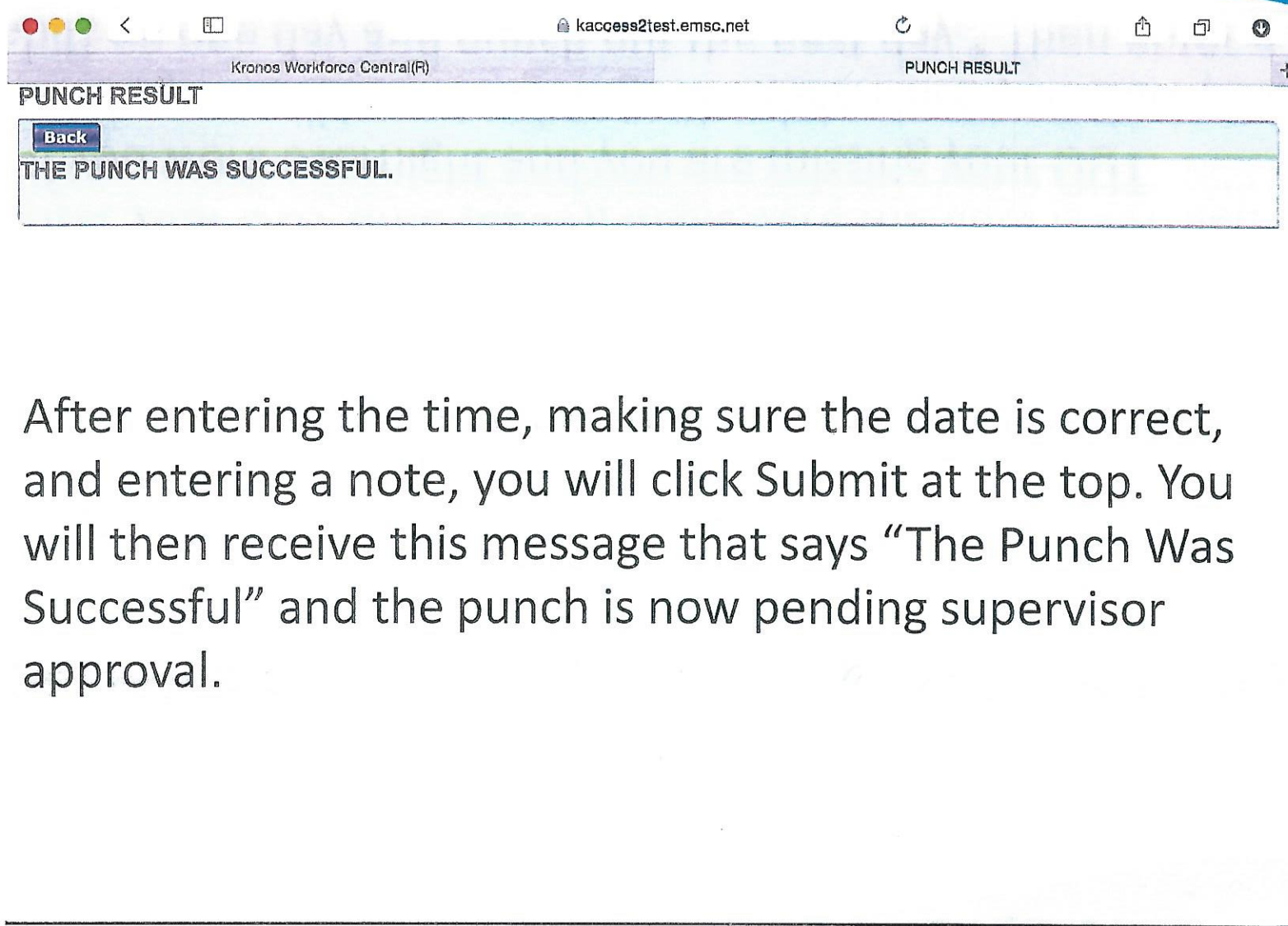
Submit Cancel Reset

Punch Time	Punch Type
9:59AM	In Punch

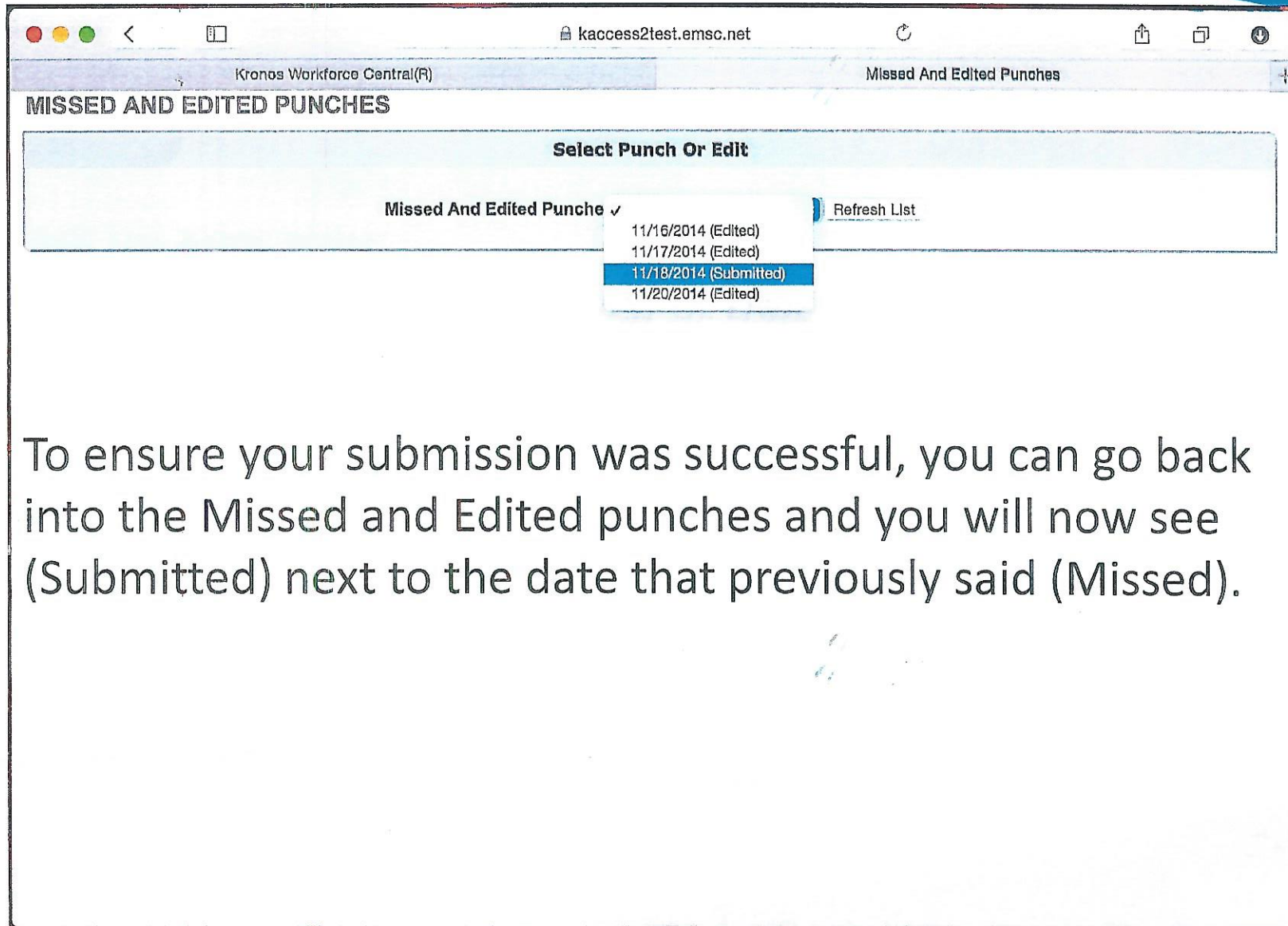
Enter Missing Punch

2205 11/18/2014 Notes: MP

You will be taken to a screen that looks like this. The 0959 is the existing punch on your timecard. If my schedule is 1000-2200, that would indicate that I am missing my OUT punch. Enter your OUT time (2205), make sure the date is correct. *If you work overnight and you are missing your OUT punch, you will have to change the date since you start your shift on one day and punch out the next day.* Then enter a note – MP is most common for Missed Punch.



After entering the time, making sure the date is correct, and entering a note, you will click Submit at the top. You will then receive this message that says “The Punch Was Successful” and the punch is now pending supervisor approval.



To ensure your submission was successful, you can go back into the Missed and Edited punches and you will now see (Submitted) next to the date that previously said (Missed).

 **Missed Punch Request**

ddckrndmz02@emsc.net

Sent: Wednesday, June 11, 2014 at 4:30 PM

To: ' ;

Dear Telestaff, OklahomaCityOps,

The employee named below has submitted one or more missed punches. Please go to <http://selfservice.emsc.net> to process this request.

Employee: ;

Punch submitted: 6/09/2014 10:00PM

Employee note: LEP

This is an example of the email that goes to your supervisor group when you submit a missed punch or type in a reason for being early or late for your shift.



Subject: Punch Restriction Approved

Dear

The submitted punch has been approved.

Punch submitted: 8/24/2014 23:55

Employee Comment: Manager Requested

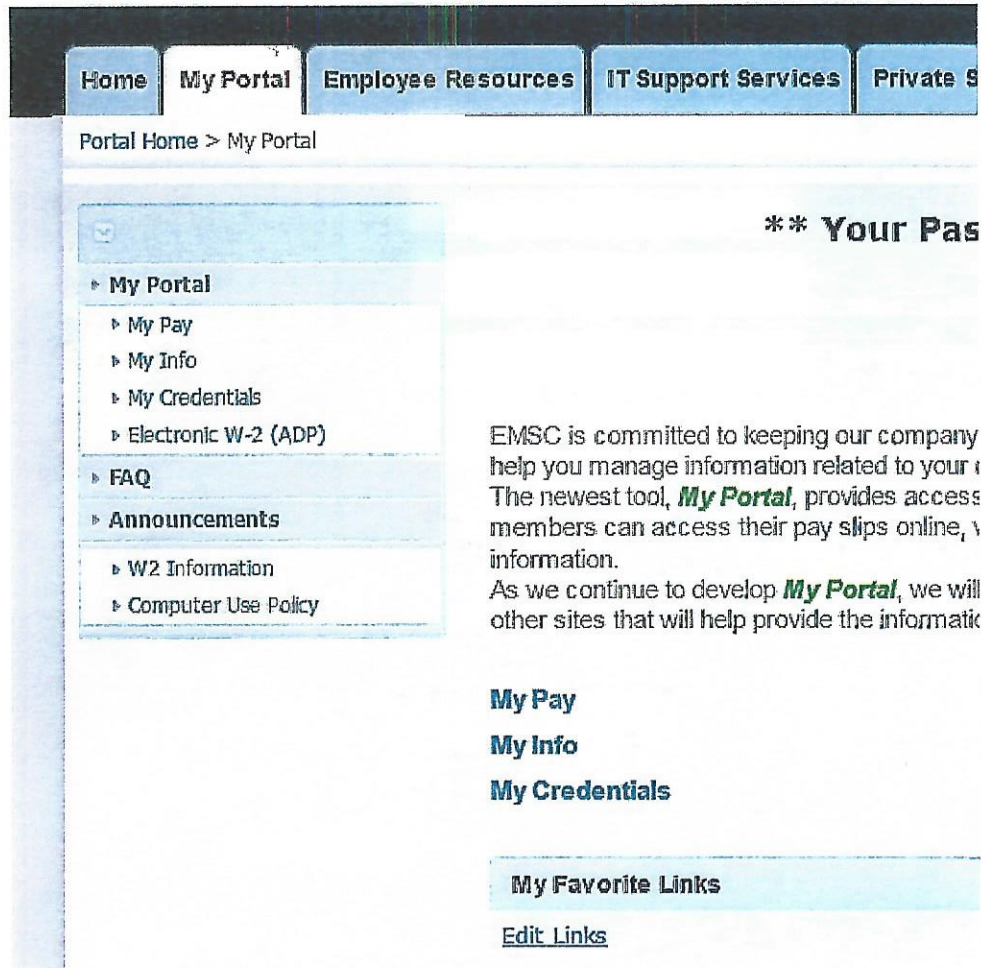
Employee Note: OUT

Action Taken By:

This is the email you will receive back from the supervisor that has approved/rejected your missed punch or punch restriction. If you have questions regarding a rejection, please contact your supervisor for further instructions.

What do I do if I submit a Missed Punch and do not receive an email telling me it was approved or rejected?

Login to the portal and update your email address



The screenshot shows the AMR My Portal website. At the top, there is a navigation bar with tabs for Home, My Portal, Employee Resources, IT Support Services, and Private S. Below the navigation bar, the breadcrumb trail reads "Portal Home > My Portal". On the left side, there is a sidebar menu with the following items: My Portal (expanded), My Pay, My Info, My Credentials, Electronic W-2 (ADP), FAQ, Announcements, W2 Information, and Computer Use Policy. The main content area features a heading "** Your Pas" and a paragraph of text: "EMSC is committed to keeping our company help you manage information related to your i The newest tool, **My Portal**, provides access members can access their pay slips online, v information. As we continue to develop **My Portal**, we will other sites that will help provide the informati". Below this text are three sub-sections: **My Pay**, **My Info**, and **My Credentials**. At the bottom of the main content area, there is a section titled "My Favorite Links" with a link to "Edit Links".

After you login, you will need to go to the My Portal tab at the top. Then you will select My Info (either on the left or in the middle of the screen).

E-Mail

Marital Status Married

EE ID 127609

MY CONTACT INFO

Enter your complete phone number in numeric values.
For example: 111 222 3333. Number will be automatically formatted.

Home

Cell Phone

Work Phone

Work Fax

Emergency Phone

Once you get to this screen, go to the bottom and click Edit. Any field you can change will turn white and you can enter your updated information. After you are finished, click Save. Every night at midnight this will update the system and you will have your email address updated to receive punch restriction/missed punch notifications.

Oracle Number:

Password Reset:

passwordreset.emsc.net

Kronos: (timecard)

kaccess2.emsc.net

Telestaff: (scheduling)

scheduling.emsc.net

Access Code: 2888

AMR Portal:

portal.emsc.net

To the left is a quick reference for you to remember your Oracle Number, the website to reset your network password, the website to review your timecard and fixed your missed punches, the scheduling website and the home portal.