

# ACCESSING/COMPLETING A TIMESHEET

POSITIVE TIME REPORTERS – WEB CLOCK NANC EMPLOYEES (Food Services)



- Click on the drop down for **Punch Type**
- Select the appropriate **Punch Type** category from the drop down (In, Meal, Out)
- Select the **01 REG Regular Earnings** Time Reporting Code from the drop down
- Click the **Enter Punch** button
- Click **OK** on the “Your punch was successfully recorded” message
- Click the **Close** button
- Don’t forget to log back in to enter your **Meal** punch, return from meal **In** punch and end-of-shift **Out** punch as appropriate

