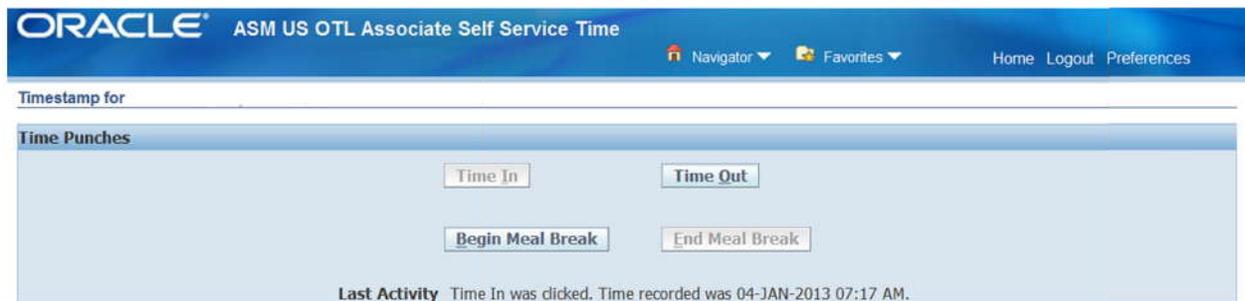


ESS - US: Timestamp



Step	Action
1.	IMPORTANT NOTICE: Our company is committed to safeguarding associate privacy interests. Please know that all information used in this tutorial/guide is fictitious. No actual associate names or data has been used.
2.	Click the ASM US OTL Associate Self Service Time link. 
3.	Click the Timestamp link. 
4.	The <i>Timestamp</i> page is displayed.
5.	The Worked State defaults to the associate's work location. If the Worked States needs to be changed, enter the 2 letter state abbreviation or search for the state by clicking on the Search for Worked State button.
6.	Click the Search for Worked State button. 
7.	Click in the Search By field. 
8.	Press [Backspace] on the keyboard.
9.	Enter the desired information into the Search By field. Enter a valid value e.g. " OR ".

Step	Action
10.	Click the Go button. 
11.	Click the Quick Select button for the desired State. 
12.	The <i>Timestamp</i> page is displayed once again. To clock in, click the Time In button.
13.	Click the Time In button to start the Timeclock for the day. 
14.	The Timekeeping Reminder note will be displayed. Please read through the entire message. This message will only appear upon entering the Timestamp page for the first time each day.
15.	Click the scrollbar.
16.	Click the I ACKNOWLEDGE button. 
17.	The <i>Timestamp</i> page is displayed again. Please note the Last Activity was recorded with the date and time of the previous time punch.
18.	Use the Begin Meal Break button to clock out for Lunch. Click the Begin Meal Break button. 
19.	Please note the Last Activity was recorded with the date and time of the previous time punch.
20.	Click the End Meal Break button to clock in after Lunch. 
21.	Please note the Last Activity was recorded with the date and time of the previous time punch.
22.	The Time Out button will clock out for the day. Click the Time Out button. 
23.	Please note the Last Activity was recorded with the date and time of the previous time punch.

Step	Action
24.	Once finished, click the Home link. 
25.	This topic covered: - Logging time in, time out, and meal breaks End of Procedure.