

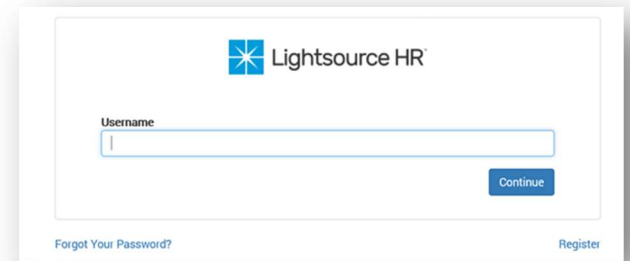
1. Visit www.lightsourcehr.com to access the timeclock

- Click *Login* in the upper right-hand corner of home screen
- Select *Login* for the Employee Portal



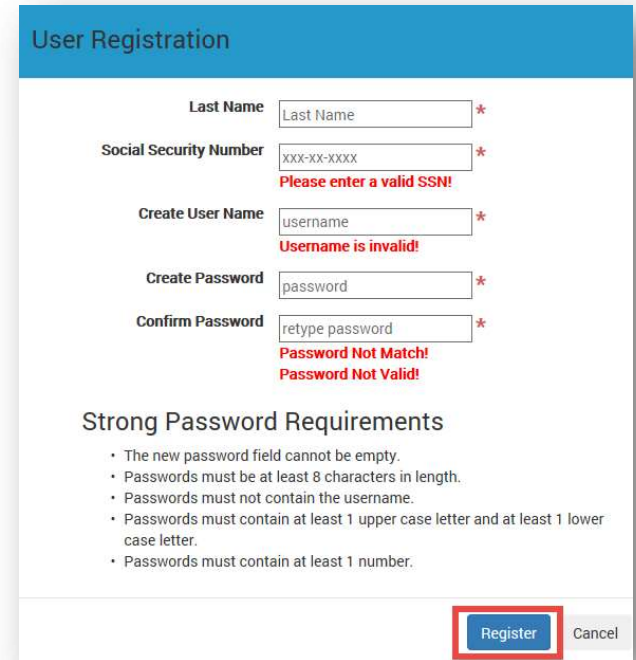
2. Click *Register* to establish a new user

- If you have already registered go to step 4



3. Complete the User Registration

- Enter Last Name, Social Security Number, Create User Name, Create Password, Confirm Password
- Click *Register* to complete registration

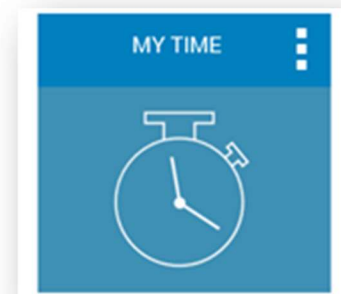


4. Login

- Use your Username and Password to log in
- To reset your password click *Forgot Your Password?*

5. Click *My Time* to access the timeclock

- The browser redirects to the timekeeping system in a new window



6. Directly Enter Time on Timecard

- Select the current pay period in the *Pay Date Range* dropdown menu
- Select the appropriate date of the time punch in the *Date* field
- Enter the time punches in the *In* and *Out* fields or enter total hours worked for the day in the *Hours* field
- When entering punches, key the time and then AM or PM. Military time, I.E. 1500 for 3pm can be used
- You may also enter some comments in the comments box along with your time. Your supervisor will see these comments when approving your timecard

The screenshot shows the 'My Timecard' interface. At the top, there are tabs for 'My Timecard' and 'My Schedule'. Below the tabs, a 'Pay Date Range' dropdown is set to '2017-01-01 to 2017-01-14' with a 'Not submitted' status. The main table has columns: Date, In, Out, Hours, Amount, Department, Comments, and Category. The first row shows 'Sun 01/01/2017' in the Date column, and '001-88-77 (Corporate-IT-Support Tech)' in the Department column. The 'In', 'Out', and 'Hours' fields are empty and highlighted with a red box. The 'Comments' field is also empty and highlighted with a red box. The 'Category' column shows 'SAL'.

7. Department Changes

- To enter hours in another department for a specific day, click the drop-down list in the Department column. By default, all hours entered will be for your Home Department

8. Submit Timecard

- Click *Submit Timecard* at the bottom of your timecard to sign your timecard digitally for your supervisor. This is you agreeing that your hours are currently correct for this pay period as of this date

The screenshot shows the submission part of the timecard interface. It features a 'Pay Date Range' dropdown set to '2016-11-20 to 2016-12-03' and a 'Submitted 2016-11-29 03:10 PM' status. Below this, there is a date field showing '29, 2016 03:10:35 PM', a department dropdown set to '-55-99 (Atlanta-Warehouse-Driver)', and a 'Comments' text box. At the bottom, there is a blue 'Submit Timecard' button. A red arrow points from the 'Submit Timecard' button to the 'Submitted' status box.