

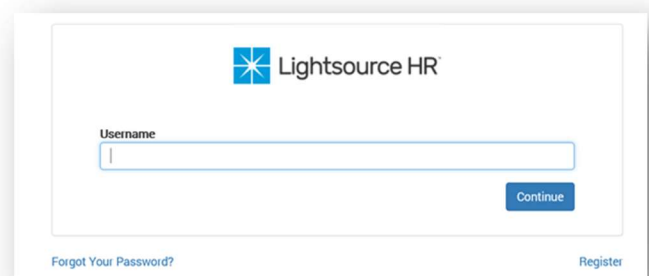
1. Visit www.lightsourcehr.com to access the timeclock

- Click action menu in the upper right-hand corner of home screen and select *Login*
- Then select *Login* for the Employee Portal



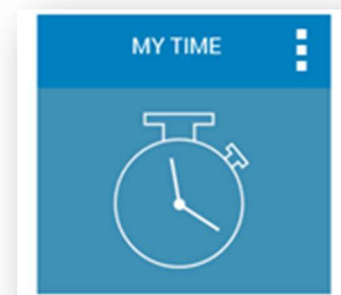
2. Login

- Use your Username and Password to log in
- To reset your password click *Forgot Your Password?*
- If you have not previously registered to use the Employee Portal, click *Register* to establish a new account



3. Click *My Time* to access the timeclock

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



4. Add a Time Punch

- To punch in or out, click the *Add Punch* button and the current time will be added to your timecard for your home department

5. Submit Timecard

- Click *Submit 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

6. Request Leave

- Click the *Leave Request* button to submit a new request to your supervisor
- Select the small calendar then select the days you wish to request off
- Fill out the form – entering all required fields with an asterisk*
- Click *Submit Request* at the bottom and your request will be emailed to your supervisor(s) for approval. You will be notified by email once your request is approved/declined

Current Time: Aug 12, 2016 02:06:45 PM
 Department:
 002-555555-999999 (Atlanta-Warehouse-
 Comments
 Job:
 4567892
 Status: Submitted 2016-08-08 01:45 PM

Add Punch

Add Transaction(s)

8/1	\$: 100	d: 002-555555-999999 c: Bonus
8/3	H: 8.00	d: 002-555555-999999 c: PTO
8/3	H: 8.00	d: 002-555555-999999 c: PTO
8/4	\$: 100	d: 002-555555-999999 c: Bonus j: 1234

Submit Timecard
 Leave Request
 Logout

Summary by Department

Department	Category	Total
002-555555-999999 (Atlanta-Warehouse-Driver)	Bonus	250.00
002-555555-999999 (Atlanta-Warehouse-Driver)	PTO	24.00

Summary by Category

Category	Total
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