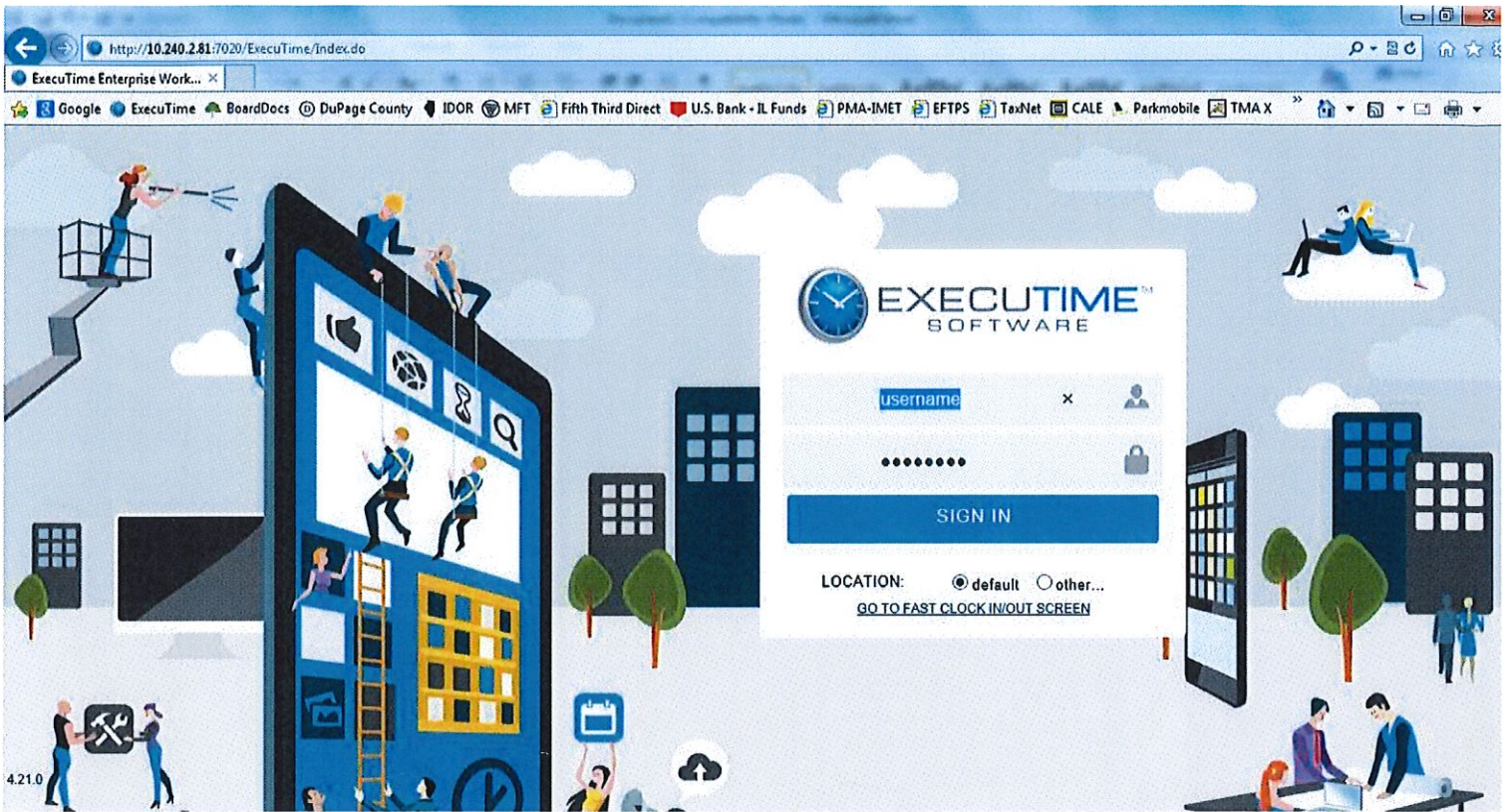


# How to Log in to Executime



- Your username is the first letter of your first name plus your full last name; i.e. John Smith's username would be "jsmith"
- Your Password is the 2-digit **month** and 2-digit **day** of your birthdate; i.e. if John Smith's birthday is January 1<sup>st</sup>, his password is "0101"







## How to Clock In/Out

- Once you have logged into the system you will be taken to the Employee Clock In/Out screen.
- In order to Clock In, you simply click on the Clock In button.

4210

- You will receive a confirmation screen like the example below.

4210

In	08/07/2015 14:45
Out	
Employee	BRUNS, RYAN M
Division	2006-413 (FINANCE) - 20 (20) - 0001 (Elmhurst, IL)
Location	1 (City Hall 40 hour employees)
Project	
Shift	
Type	Clock In/Out
Comment	
Override Schedule Violations	no

OK



- When you return to the main screen it will now display that you are clocked in to the system and you are free to sign out.

EXECUTIME SOFTWARE

Welcome RYAN M BRUNS  
8/07/2015 2:45:53 PM

Employee Clock In/Out

Your availability status is **Clocked In**

Today's Messages  
Welcome to ExecuTime!

Status of Time Card Entries Not Processed to Payroll				
Pay Period	Employee	Supervisor	Dept Head	Admin
07/19/2015 - 08/01/2015	!	!	!	!
08/02/2015 - 08/15/2015	!	!	!	!

- At the end of the day you will follow the same steps to login and clock out of the system by clicking on the appropriate clock out button.

EXECUTIME SOFTWARE

Welcome RYAN M BRUNS  
8/07/2015 2:45:53 PM

Employee Clock In/Out

Your availability status is **Clocked In**

Today's Messages  
Welcome to ExecuTime!

Status of Time Card Entries Not Processed to Payroll				
Pay Period	Employee	Supervisor	Dept Head	Admin
07/19/2015 - 08/01/2015	!	!	!	!
08/02/2015 - 08/15/2015	!	!	!	!



- Employee Actions
- Supervisor Actions
- Reporting
- Payroll Functions
- System Admin

Sign out  
 Welcome RYAN M BRUNS  
 8/07/2015 2:54:02 PM

- RYAN M BRUNS
- Clock In/Out
- Time Card Inquiry
- Timesheet Entry
- Time Summary
- Benefits Summary
- Benefits Calendar
- Time-Off Request
- Hours Request
- Time Approval

Employee Clock In/Out



- Clock In
- Clock Out
- Edit Info >>

Your availability status is **Clocked Out**

Today's Messages  
 Welcome to ExecuTime!

Status of Time Card Entries Not Processed to Payroll				
Pay Period	Employee	Supervisor	Dept Head	Admin
07/19/2015 - 08/01/2015	!	!	!	!
08/02/2015 - 08/15/2015	!	!	!	!