

My Schedule Tile

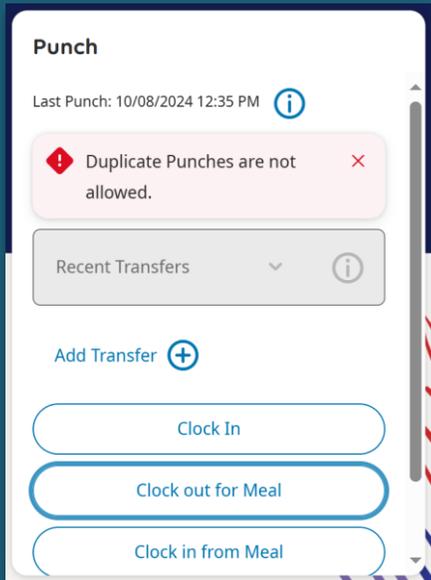
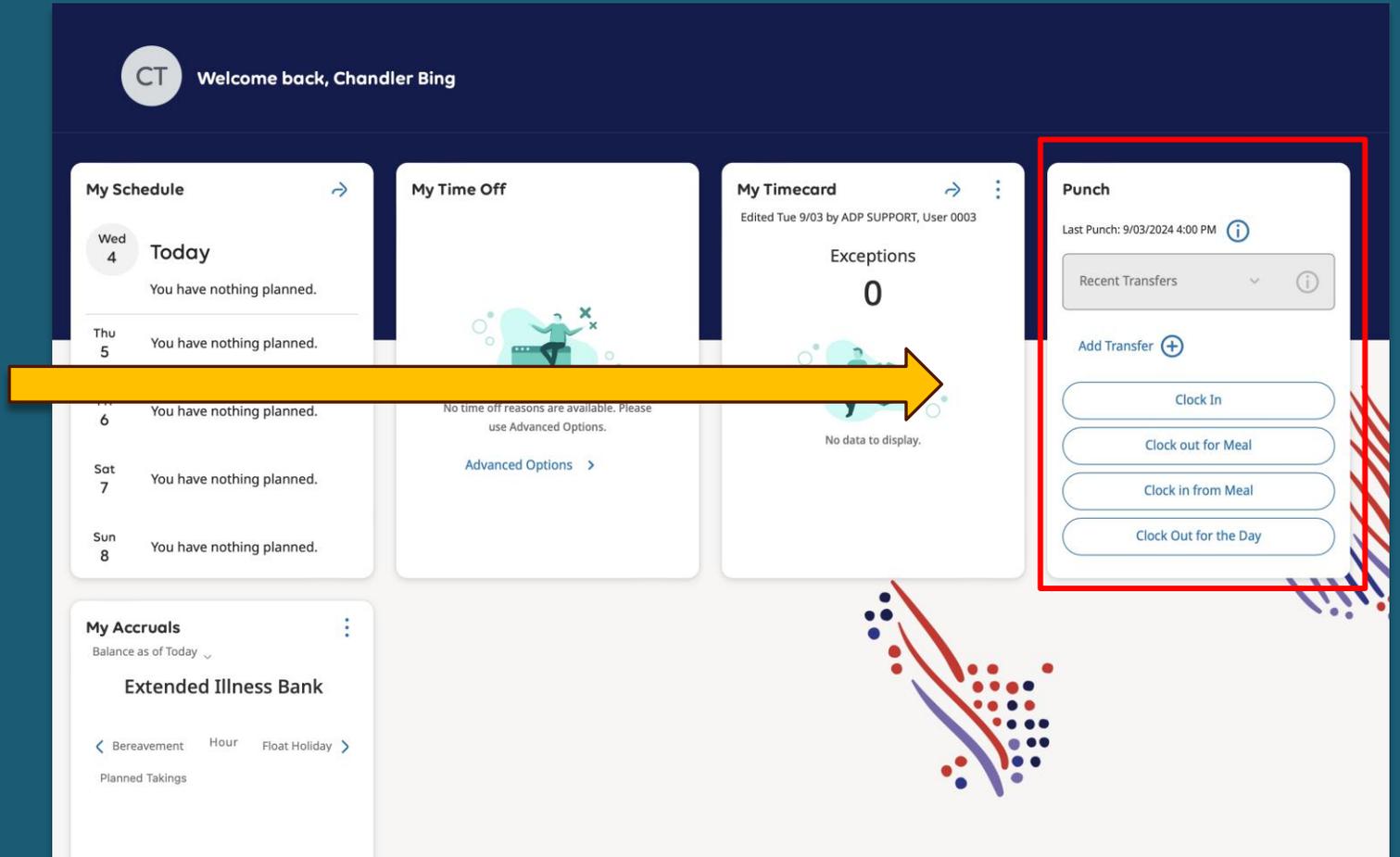
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Punch Tile  
Functionality

Northwest Kidney  
Centers  
Employee  
Timecard Training

# “Punch” Tile

- ❖ You may Clock In for your day using the “Punch” Tile.
- ❖ This tile will always display your last punch time and date.
- ❖ If working remotely (i.e. at home or in the field), you are still able to capture time using the ADP website or mobile device.



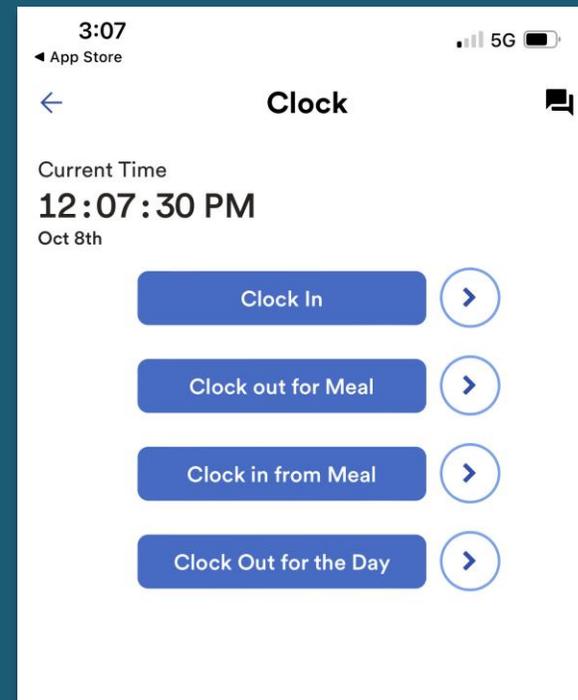
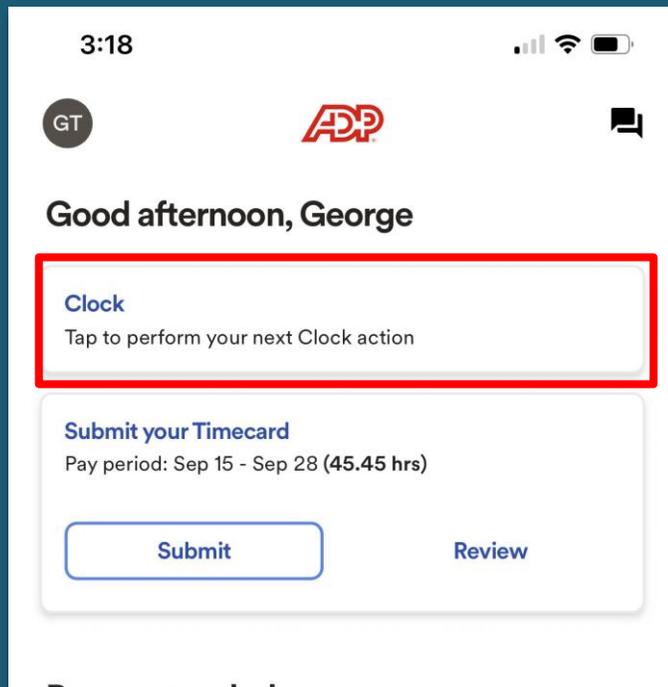
Duplicate punches will produce an error and not be allowed (i.e. Clock In and Clock out for Meal at the same time)

# Clock In/Out on Mobile Device

On a mobile device, after logging in you will:

**Step 1:** Click Clock on home page

**Step 2:** Perform Clock In/Out tasks on Clock screen (same as the website)



# “Punch” Tile Attestations

After “Clock out for the day” is selected on Punch tile, Rest Break & Meal Attestation screens will appear:

## Rest Break Attestation Screens

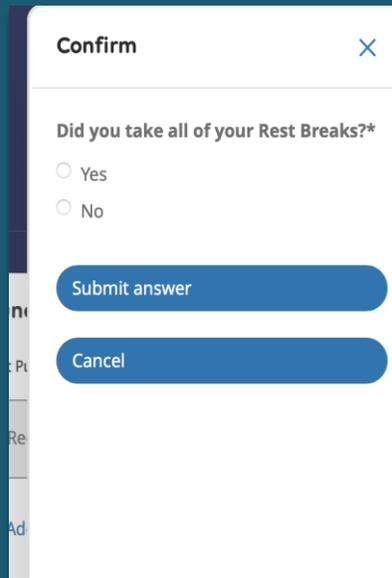
**Screen 1:** Did you take all of your Rest Breaks?

**Screen 2:** If answer No on Screen 1, Did you take Rest Break 1?

**Screen 3:** Did you take Rest Break 2?

**Screen 4:** Did you take Rest Break 3?

### Screen 1



Confirm ×

Did you take all of your Rest Breaks?\*

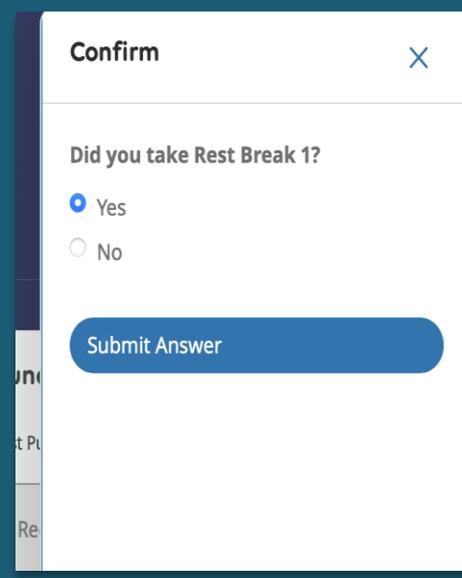
Yes

No

Submit answer

Cancel

### Screen 2



Confirm ×

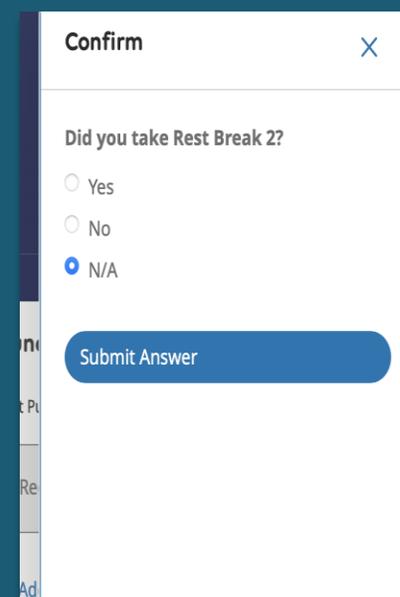
Did you take Rest Break 1?

Yes

No

Submit Answer

### Screen 3



Confirm ×

Did you take Rest Break 2?

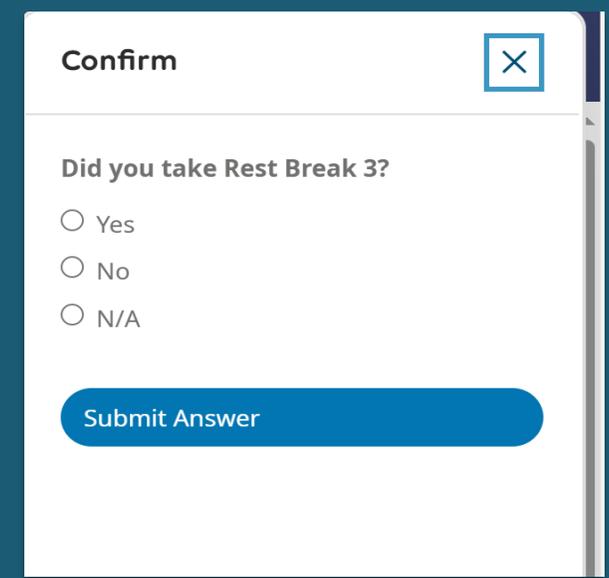
Yes

No

N/A

Submit Answer

### Screen 4



Confirm ×

Did you take Rest Break 3?

Yes

No

N/A

Submit Answer

# “Punch” Tile Attestations



## Meal Period Attestation Screens

**Screen 1:** I have taken all of my meal periods?

**Screen 2:** If answer No on screen 1, Did you take Meal Period 1?

**Screen 3:** Did you take Meal Period 2?

Screen 1

Confirm

I have taken all of my meal periods?

Yes

No

Submit Answer

Screen 2

Confirm

Did you take Meal Period 1?

Yes

No

Submit Answer

Screen 3

Confirm

Did you take Meal Period 2?

Yes

No

N/A

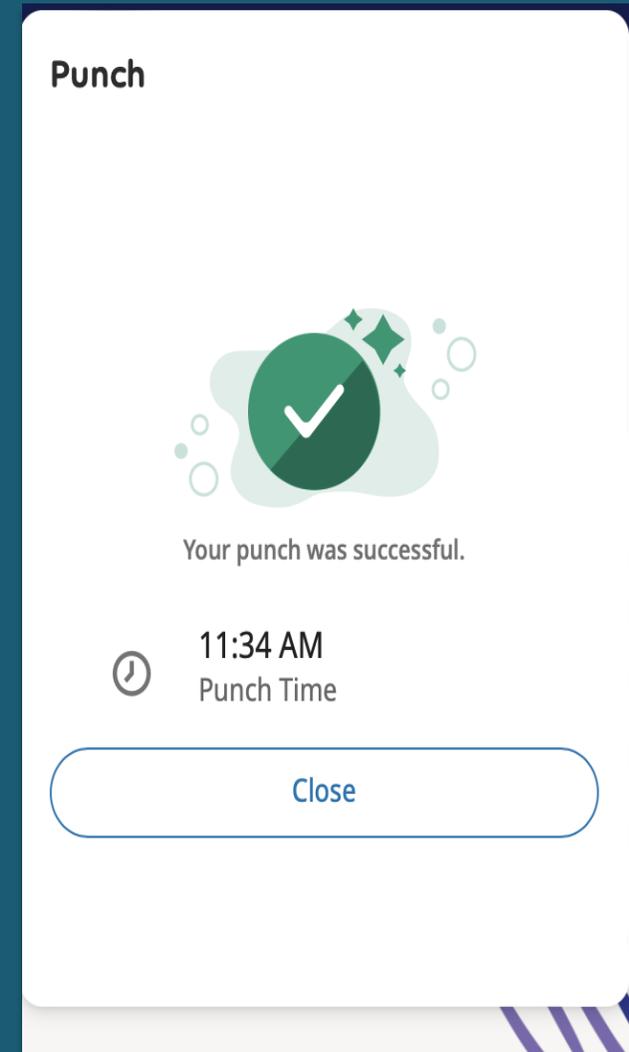
Submit Answer

## Mobile App

Clock In/Out on the mobile app will produce the same Rest Break and Meal Attestation screens that must be answered to complete the Clock In/Out process.

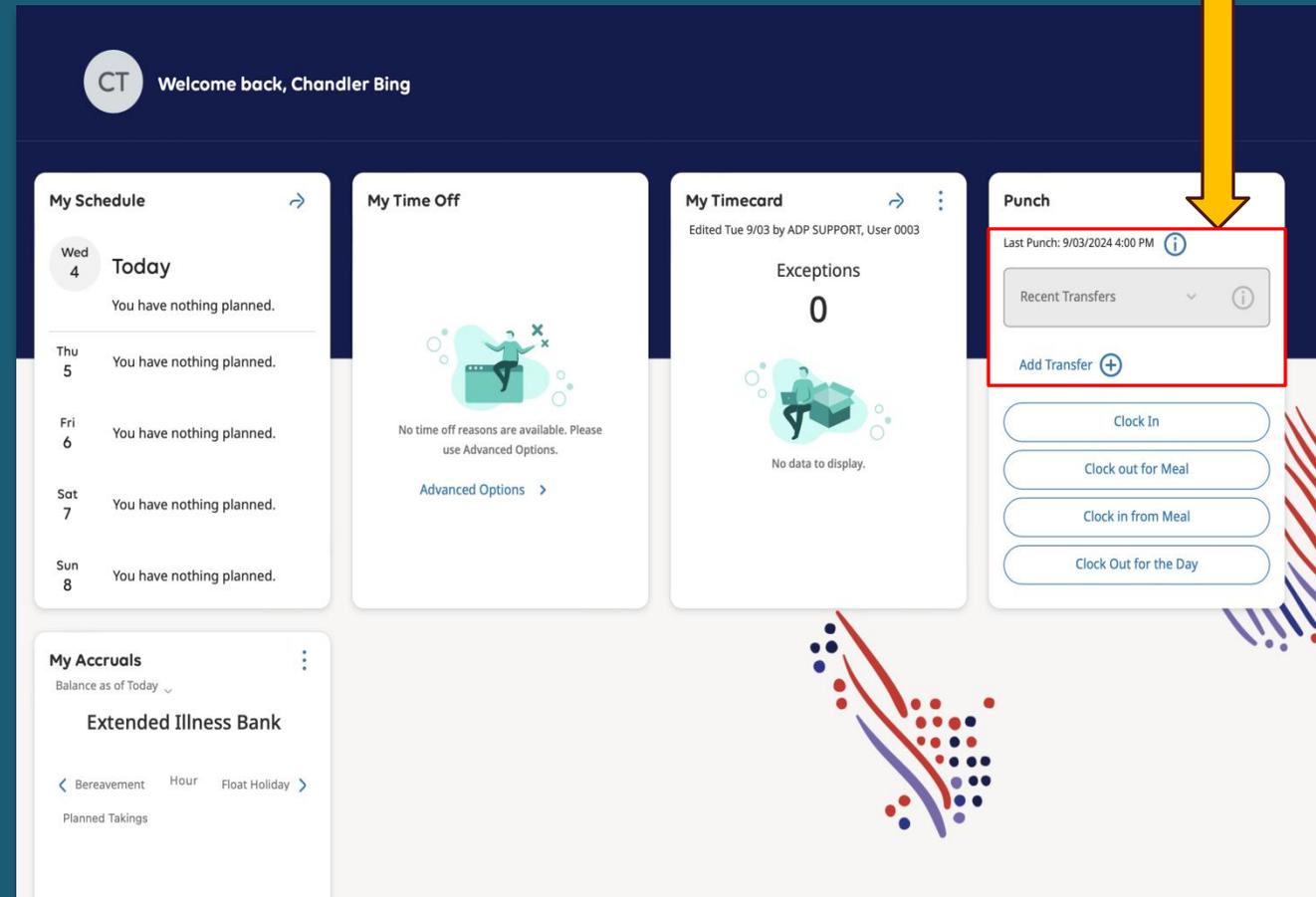
# “Punch” Tile Success

Once any button on the Punch tile is clicked or Rest Break and Meal Attestations are complete, you will receive a Success screen.

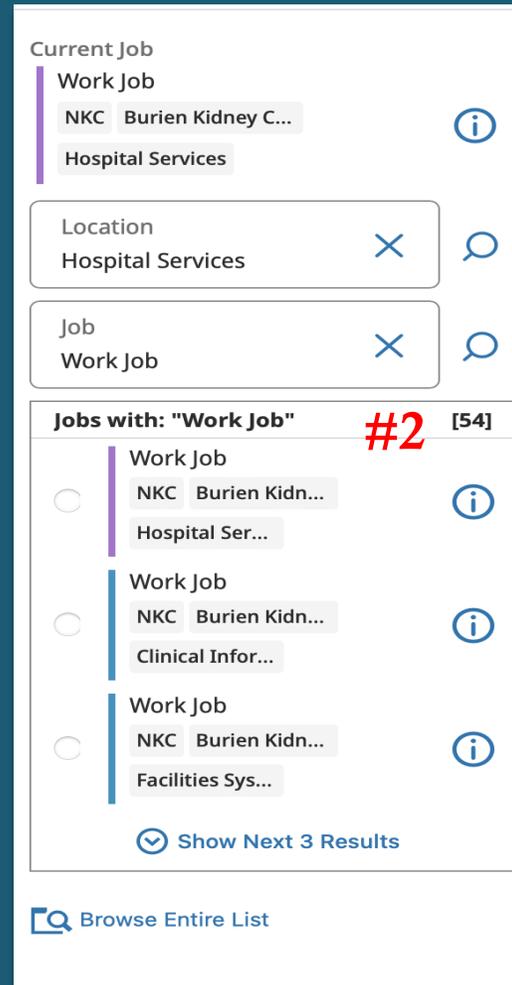
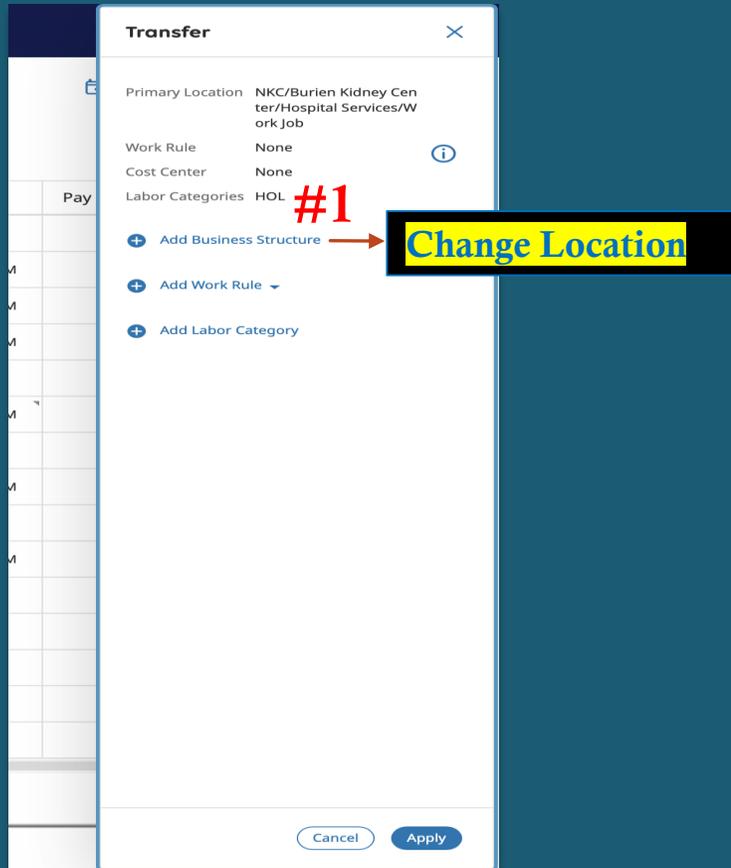


# “Punch” Tile - Transfer

From the Punch tile, *after* clicking Clock In, employees can Transfer location (i.e. Panther Lake to Burien) or identify different roles (i.e. Charge Duty).



# Transfer: “Add Business Structure” is used to Change Location



After clicking “Add Transfer” from Punch Tile, employees are able to switch their job location if they are working from a different NKC location for an entire shift or a specific period of time.

Employees will:

1. Click on “Add Business Structure”
2. Select the job location where employee will be working

# Transfer: “Add Work Rule” is used to Change Activity

**Transfer**

Primary Location NKC/Burien Kidney Center/Hospital Services/Work Job

Work Rule None ⓘ

Cost Center None

Labor Categories HOL

+ Add Business Structure

+ Add Work Rule → **Change Activity**

+ Add Labor Category

Cancel Apply

**Transfer**  
Add Work Rule

Search

Acute

Acute Edu Comp

Employees will see a variation of this list based on job function:

**ADP Work Rule = NKC Job Activity**

- Preceptor
- Charge Duty
- Education Comp
- Call Back
- Low Census
- On Call

Work Rules allow you to identify time periods when you are performing a different activity compared to your regular, daily activity. Work Rules employees see in their list are role dependent (i.e. Acute roles will only see work rules for that position). Work Rules allow for proper payment and accruals to take place.