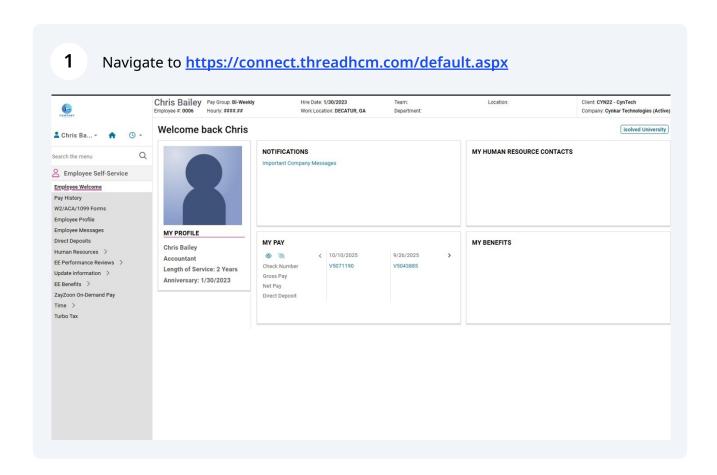
Clocking In/Out with Quick Punch or Detailed Punch - Classic View - Employee



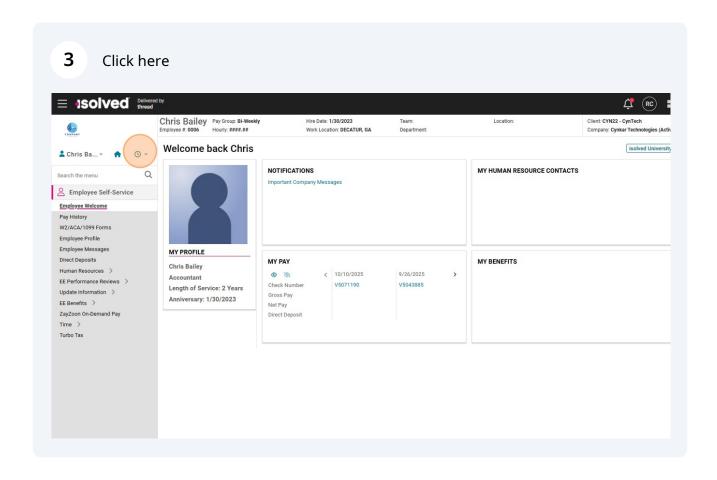
This guide shows the ways to clock in and out with the couple methods available within the Classic Desktop view.

Depending on your setup, you may not have both of the options shown in this doc.

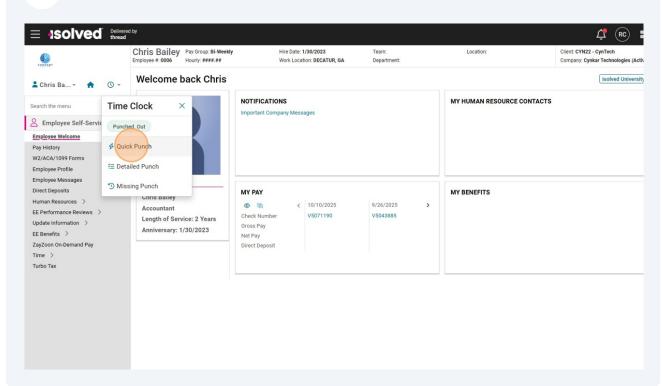
- Quick Punch
- Detailed Punch



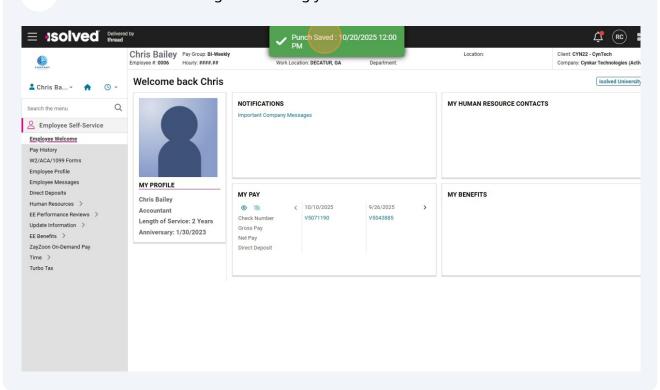
2 Click "Employee Welcome" ≡ •Isolved Delivered by thread Chris Bailey Pay Group: Bi-Weekly Employee #: 0006 Hourly: ####.## Hire Date: 1/30/2023 Work Location: DECATUR, GA Client: CYN22 - CynTech Team: Department: Company: Cynkar Technologies (Activ Welcome back Chris isolved University NOTIFICATIONS MY HUMAN RESOURCE CONTACTS Q Search the menu Important Company Messages Employee Self-Service Employee Welcome Pay History W2/ACA/1099 Forms Employee Profile Employee Messages MY PROFILE Direct Deposits MY PAY MY BENEFITS Chris Bailey Human Resources > < 10/10/2025 EE Performance Reviews > V5071190 V5043885 Length of Service: 2 Years Update Information > Gross Pay Anniversary: 1/30/2023 EE Benefits > Net Pay ZayZoon On-Demand Pay Time > Turbo Tax



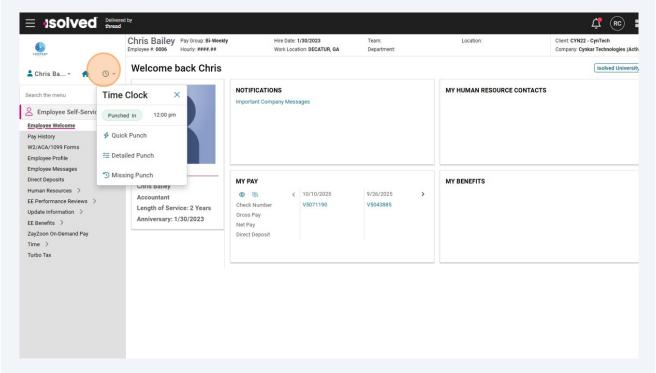
4 Click "Quick Punch" and you will be punched in



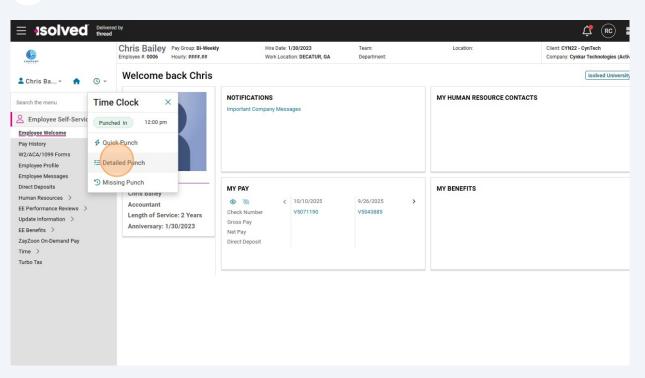
5 You'll see this message confirming your Clock In/Out was Successful



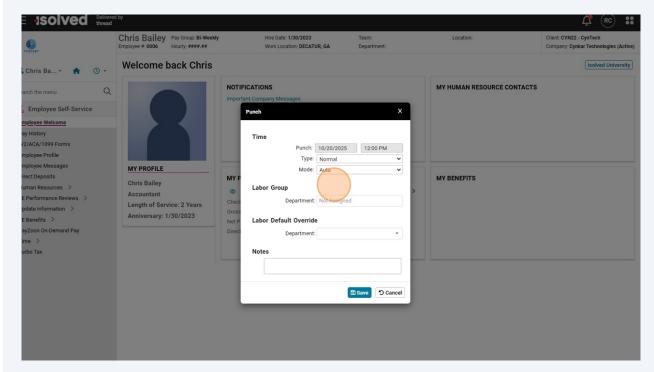
From here you can also choose Detailed Punch. This would allow you to select certain details on your time card.



Click "Detailed Punch"



You could specify Meal, Break, In, Out or items such as your Department, Location or Job



9 **Add Notes** isolved Univers Welcome back Chris ♣ Chris Ba... + NOTIFICATIONS MY HUMAN RESOURCE CONTACTS Employee Self-Service Employee Welcome Pay History W2/ACA/1099 Forms Punch: 10/20/2025 12:00 PM Employee Profile Employee Messages MY PROFILE Mode: Auto Direct Deposits MY BENEFITS Chris Bailey Human Resources >
EE Performance Reviews Labor Group Accountant Department: 2 - Warehouse Length of Service: 2 Years Update Information > Anniversary: 1/30/2023 Labor Default Override ⊙ • Turbo Tax Notes Save Cancel

10 Click "Save"

