

Please Login

User Name:

Password:

Company Code:

Remember Me

[Forgot Password?](#)

**1** Sign in using your employee number as the User Name and Password; you will be prompted to change the password the first time you sign in. Please make sure to use "hboe" as the Company Code

**2** In order to see your accrual balance, select the "Employee" tab and then "→Accruals".

**3** The time used and available is shown in hours; in order to convert to days simply divide the hours by the number of hours/day you work.

For example: 21 hours for an employee who has a 7 hour workday is 3 days (21/3=7)

You can see details of the time used by clicking on any of the blue numbers in the "Used" column.

Please consult your timekeeper for any questions regarding your attendance and balance information

**2** TIME CARD EMPLOYEE → Accruals

Hire Date: 3/4/2013 Seniority Date:

Accrual Policy	Date Range	As Of Date	Rate	Awarded	Manually Adjusted	Carry Over	Expired	Used	Available	Pending Used	Pending M
R - Non Barg Personal	7/1/2013 - 6/30/2014	10/28/2013	35.00	0.00	35.00	0.00	0.00	11.00	24.00	0.00	0.00
R - Non Barg Holiday	7/1/2013 - 6/30/2014	12/30/2013	21.00	0.00	21.00	0.00	0.00	21.00	0.00	0.00	0.00
R - Non Barg Sick 12M	7/1/2013 - 6/30/2014	12/31/2013	168.00	84.00	0.00	49.00	0.00	35.00	98.00	0.00	0.00
R - Non Barg Vacation 12M	7/1/2013 - 6/30/2014	12/31/2013	168.00	84.00	0.00	35.00	0.00	35.00	84.00	0.00	0.00

**4** The "Time Card" shows your attendance (sign-in) information for a pay period; you can look up any week going back to 07/01/2013. As soon as you sign in your hours will show as regular hours.

**5** Any time off can be seen in the Total Hours-Pay Codes section; you can see the details by hovering the cursor over the pay code (example: 421 in this sheet is "PAID VACATION")

**4** TIME CARD EMPLOYEE → Time Card

Employee: Status: Active

View: B-Weekly

Date: 1/9/2014

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
In														
Out														
Accumulated Hours														
Total Hours	0.00	7.00	7.00	7.00	7.00	7.00	0.00	0.00	7.00					
Pay Codes														
488														
421		7.00												
Hol			7.00											
REC				7.00										
DFF									7.00					
Grand Totals														
Departments														
-R AcctMgmt-Support Personnel		7.00	7.00	7.00	7.00	7.00								

**6** You can see "Daily Details" and a summary of "Employee Information" by using the links in the upper right hand

**7** Legend

Time Punch Legend

- An edited punch.
- A punch with notes.
- An edited punch with notes.
- The punch crosses midnight.
- A manually entered punch.
- A lunch punch.
- A break punch.
- An editable punch.
- An non-editable punch.
- Edited hours
- Hovering over punches with symbols displays more information.

**7** The Legend explains any edits that are done to the record

**6** TIME CARD EMPLOYEE → Time Card → Employee Information

Employee Information

Time	Punch Time	Created Time	Mode	Type	Source	Clock	User	IP Address	Department
08:25	1/9/2014 8:25 AM	1/9/2014 8:26:03 AM	Auto	Normal	Clock				R AcctMgmt-Support Personnel