

Logging into the TimeForce Application

1. Double click on the TimeForce icon located on your computer. If an icon is not located on your computer please open your internet browser and browse to www.gotimeforce2.com
2. Enter the *Username*, *Password* and *Company Code* (nccsda).
 - **Username:** Your username will be `firstname.lastname`
 - **Password:** Your password for the first time you login will be 12345. You will be

prompted to change this password. *Please remember that your password is case sensitive when you change it.*

- **Company Code:** Your company code is `nccsda`.

3. Select **Login**.

Self Service Punching: IN/OUT



At the end of the period, a box will pop up to ask you to approve your time card. Check the box where it says "employee".

1. Click on the **IN/OUT** button located at the top right side of the screen. The **Punch Work Area** window appears at the top of the screen.
2. Only the **Punch** and **Date** fields are required and automatically populated with the current date and time. *Please Note: This time can only be changed by a supervisor or time keeper.*
3. Leave **Mode** to **Auto**. If you are punching in to a job that is not set as your default job, click on and select your job title.
4. Select **Job** from drop down menu if you have more than one position.
5. Enter any desired additional notes about this punch into the **Notes** field. *There is a maximum of 150 characters.*
6. Click on the **Create** button to create/save the punch OR click on the **Cancel** button to cancel the punch.

Create

Submitting a Time Off Request

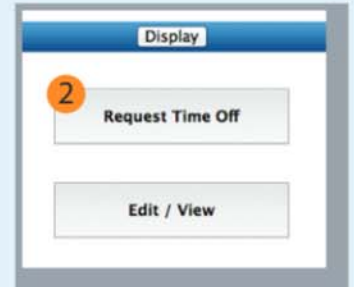
TIME CARD MY SCREEN EMPLOYEE
→ My Screen • Time Off Requests

1. To submit a request for time off to a supervisor, click on the main **My Screen** navigation tab, and then on the **Time Off Requests** link at the top of the screen.

2. Click on the **Request Time Off** button located in the column on the left-hand side of the calendar. The Work Area appears at the top of the screen.



3. The **Dates** fields allow you to select the starting and end dates for the range of days that you are requesting off or click on the **Calendar Icons** to select the dates from a calendar.



4. Put a check mark in the box for each day of the week within the selected date range that you would like to request off. *Example: A two-week date range can be selected with Saturdays and Sundays unchecked. Requests will only be submitted for the Monday through Thursday within the selected date range.*

5. The **Hours** field allows you to enter the number of hours you would like off each day. Select the first field to request a set number of hours per day (as in 9.5 hours per day or the number of hours you are contracted per day).

6. Select the desired type of absence from the **Absence Policy** drop-down menu.

7. Select your reporting supervisor or time keeper from the **Send To** drop-down menu.

8. Enter any desired **Notes** about the absence. There is a maximum of 150 characters. Please Note: This is not a confidential field. The information entered into notes can be viewed by Payroll and HR.

9. To complete the time off request, click on the **Create** button located in the upper right corner of the screen OR click on the **Cancel** button to cancel the request.

The screenshot shows the 'Time Off Request' form with the following fields and annotations:

- Employee:** Your Name
- Hire Date:** Your Date of Hire
- Dates:** 3/25/2013 - 3/25/2013 (Annotation 3)
- Weekdays:** S M T W T F S (Annotation 4)
- Hours:** Decimal Hours Per Day (Annotation 5)
- Start Time:** 12:00 AM
- Absence Policy:** (Annotation 6)
- Send To:** (Annotation 7)
- Notes:** (150 chars left) (Annotation 8)
- Buttons:** Create, Cancel (Annotation 9)