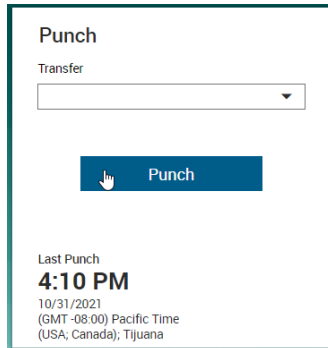# Dimensions / Employees / Record Time (Computer)

This job aide demonstrates how to clock in / out in Dimensions via the web.

Recording Time

1. Log into Dimensions
2. Click the Punch button located in the Punch tile.
   a. Once the Punch button is clicked, Dimensions will display the punch time
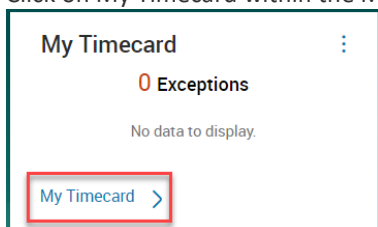
Punch

Transfer

[⌄]

[🖑 Punch]

Last Punch
4:10 PM
10/31/2021
(GMT -08:00) Pacific Time
(USA; Canada); Tijuana

View Timecard Information

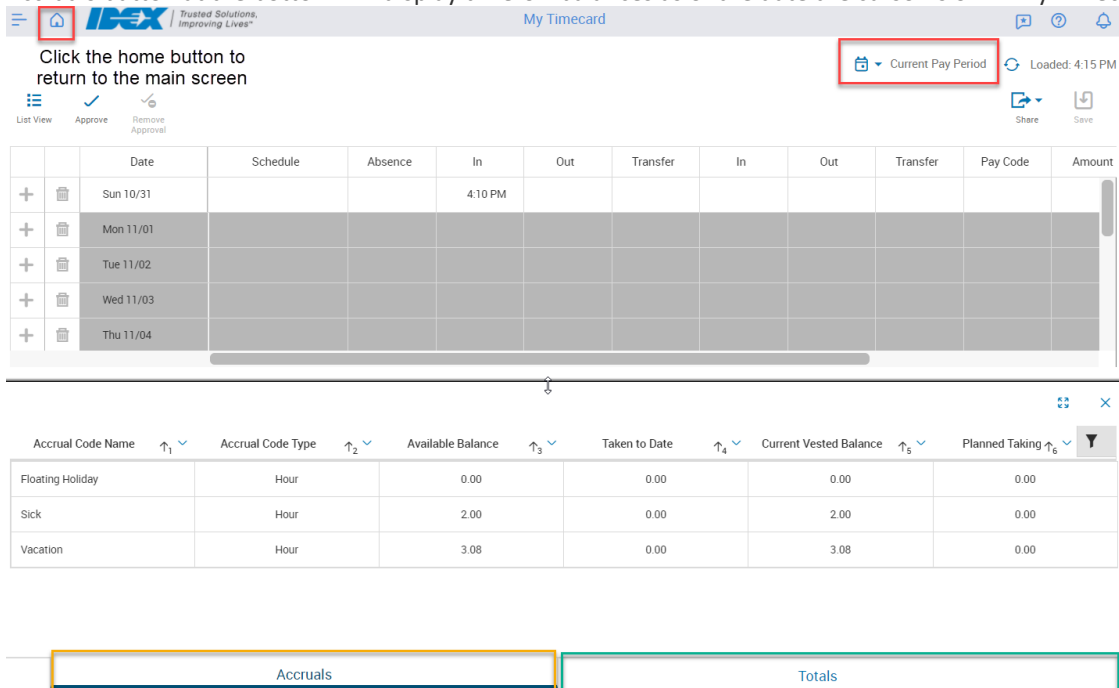1. Click on My Timecard within the My Timecard tile.

My Timecard　⋮

0 Exceptions

No data to display.

My Timecard ›

2. Dimensions will open up your timecard for the current pay period.
3. Totals button at the bottom will display total hours for the period listed in above in the right-hand corner
4. Accruals button at the bottom will display time-off balances as of the date the cursor is on in My Timecard

Click the home button to return to the main screen

My Timecard　　　Current Pay Period　　Loaded: 4:15 PM

List View　Approve　Remove Approval　　　　　Share　Save

		Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
+	🗑	Sun 10/31			4:10 PM							
+	🗑	Mon 11/01										
+	🗑	Tue 11/02										
+	🗑	Wed 11/03										
+	🗑	Thu 11/04										

Accrual Code Name ↑₁ ⌄	Accrual Code Type ↑₂ ⌄	Available Balance ↑₃ ⌄	Taken to Date ↑₄ ⌄	Current Vested Balance ↑₅ ⌄	Planned Taking ↑₆ ⌄ ▼
Floating Holiday	Hour	0.00	0.00	0.00	0.00
Sick	Hour	2.00	0.00	2.00	0.00
Vacation	Hour	3.08	0.00	3.08	0.00

Accruals	Totals