




## Time and Labor

Login into Time and Labor - <https://infhsg-ep.prismhr.com/#/auth/login>



Username

Password

For help logging in please contact our services department at [services@infinitehr.com](mailto:services@infinitehr.com) or 866-552-6360

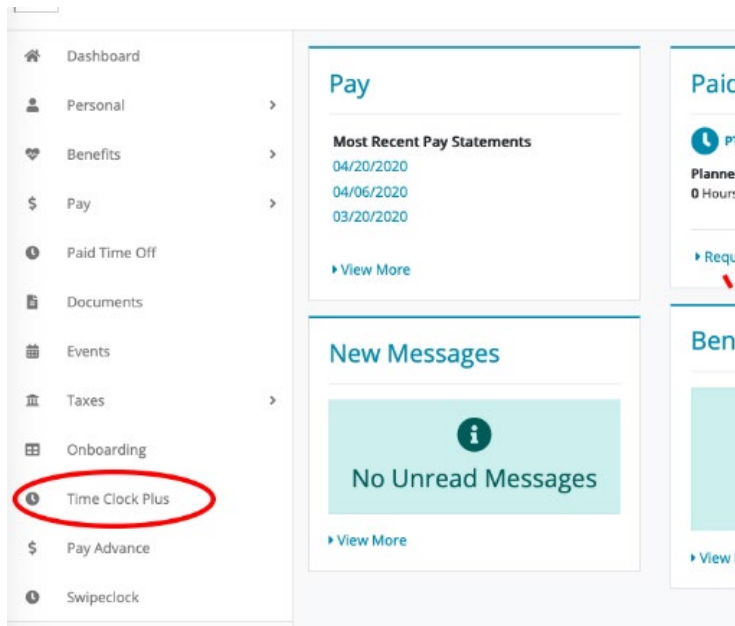
[Log In](#) [Register](#)

[Forgot Username?](#) [Forgot Password?](#)

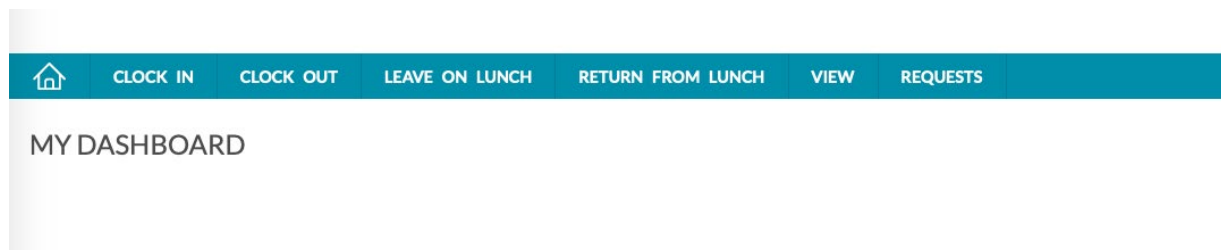
Language English ▾

## Time and Labor Main Screen

Click Time Entry

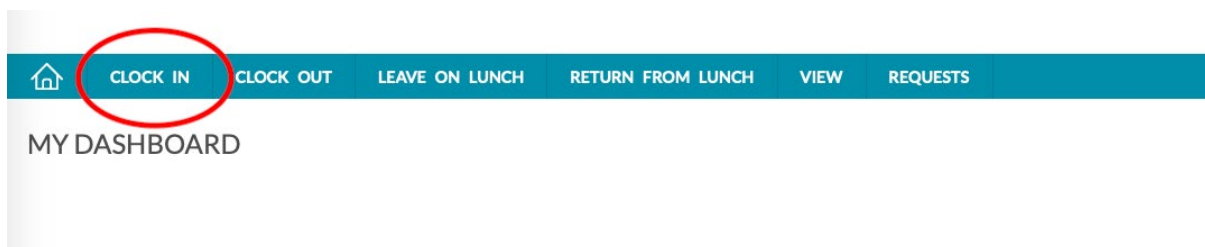


## Time Entry Main Screen

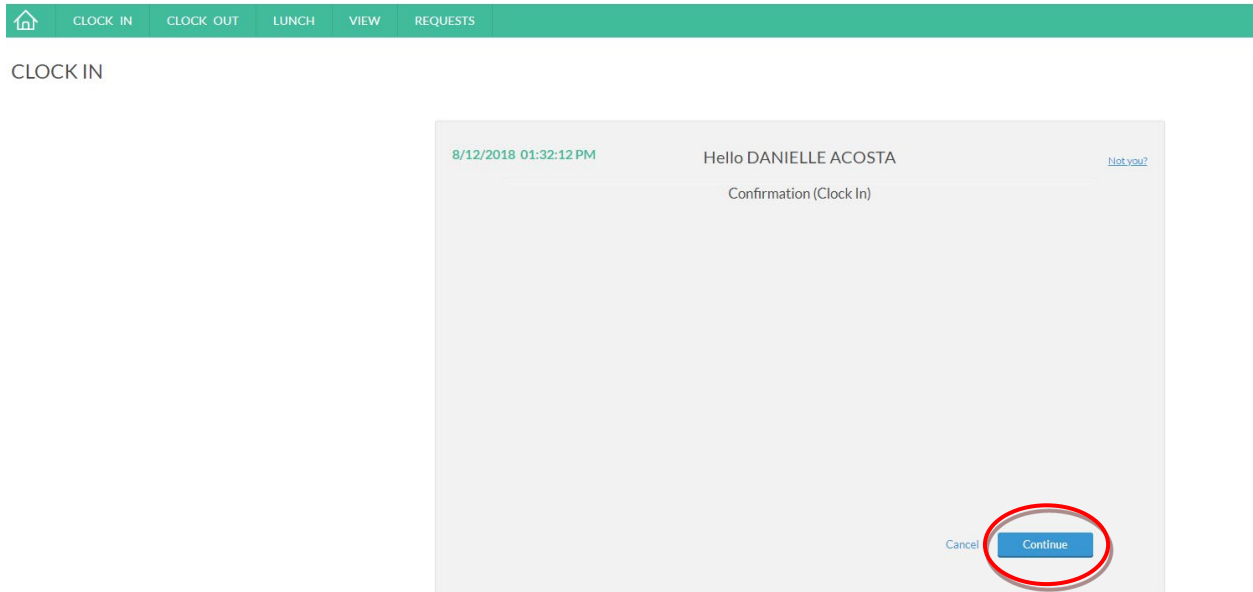


## Clocking in

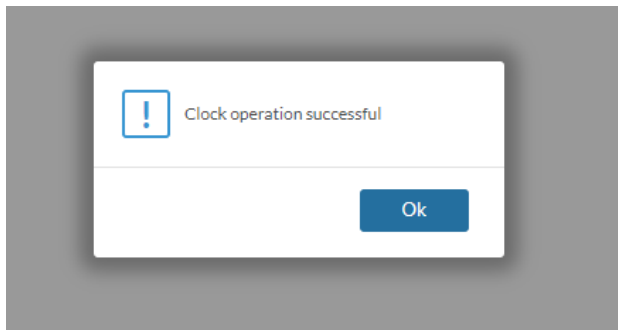
Click Clock - In icon..



A pop-up will show your name and time, click continue.



If you have any messages, they will appear, hit continue. After clocking in, you should receive the message below:



## **Clocking out for lunch**

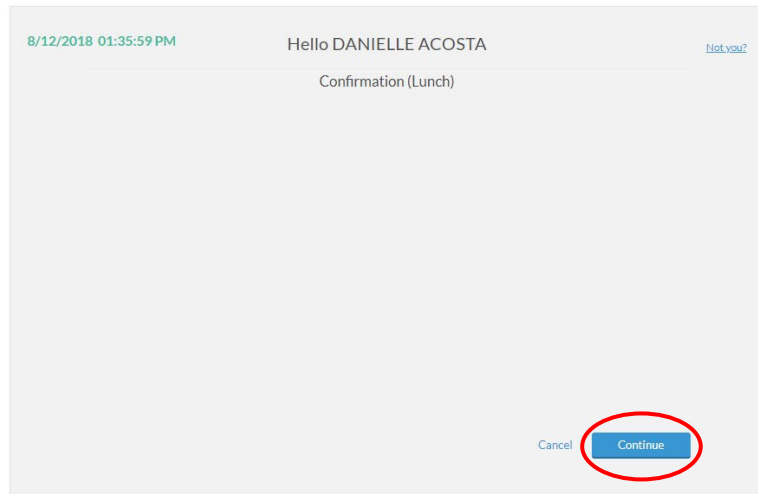
When clocked in, click leave on lunch.



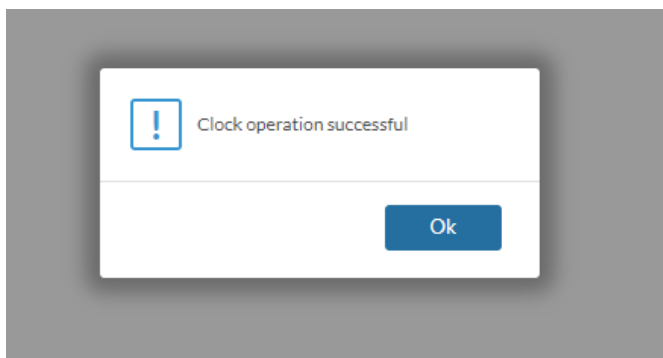
*It will confirm your name and time, click continue.*



BREAK



*If you have any messages, they will appear, hit continue. After clocking in, you should receive the message below:*

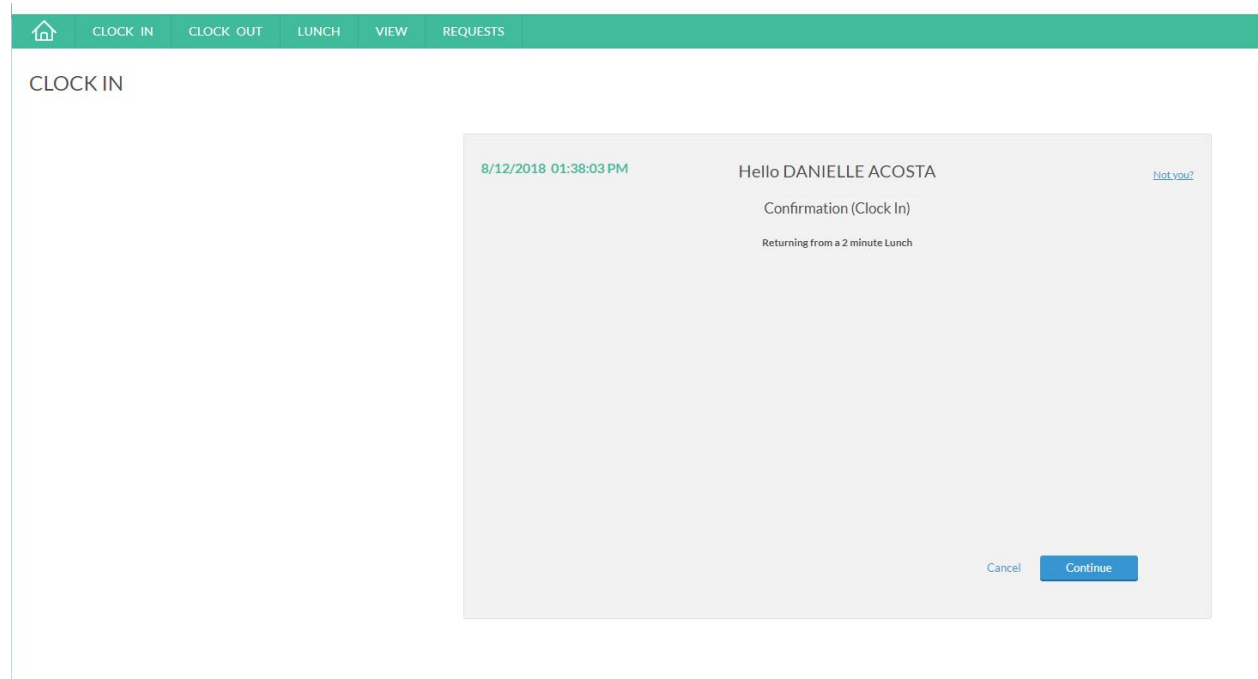


## Clocking out of Lunch

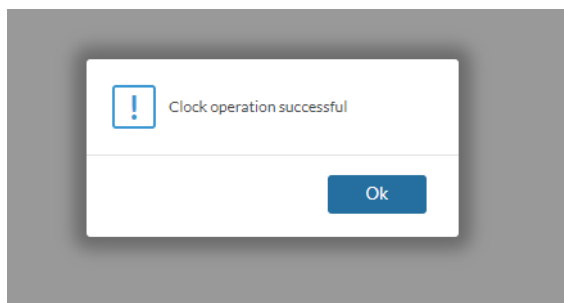
When returning from break, click Return from Lunch



It will confirm your name, time, and how long your break was. Click Continue

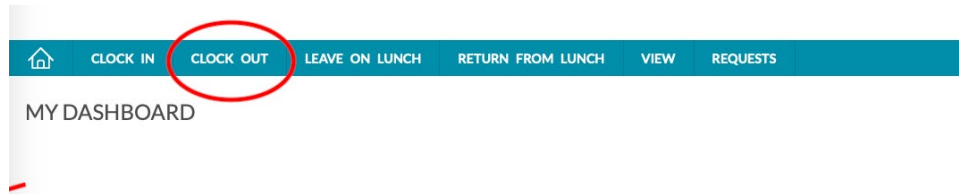


If you have any messages, they will appear, hit continue. After clocking in, you should receive the message below:

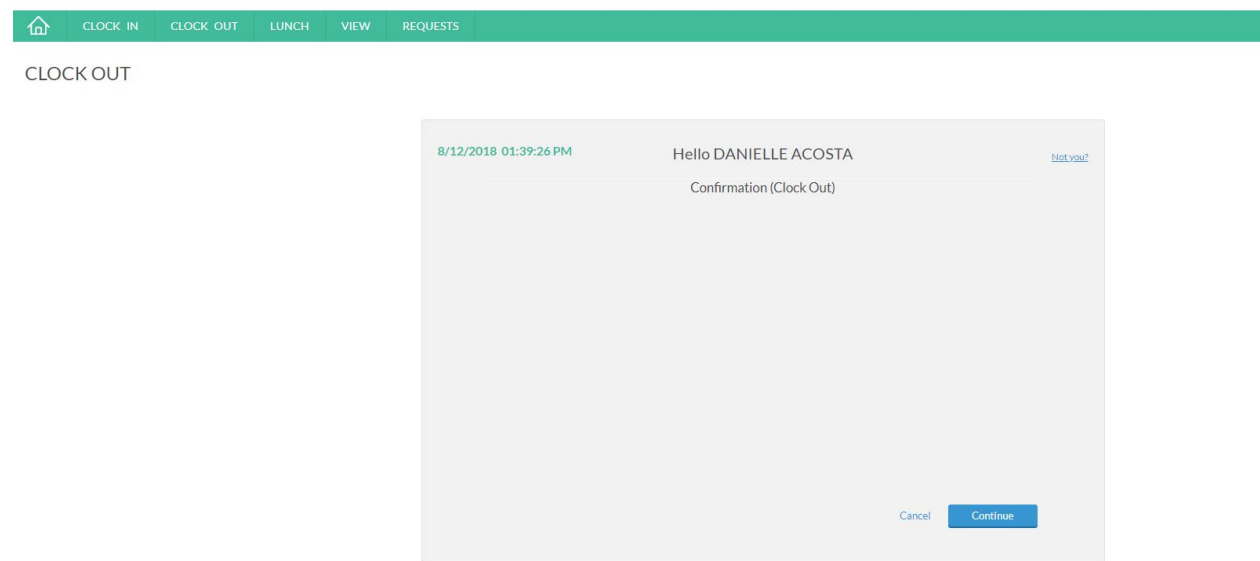


## Clocking Out

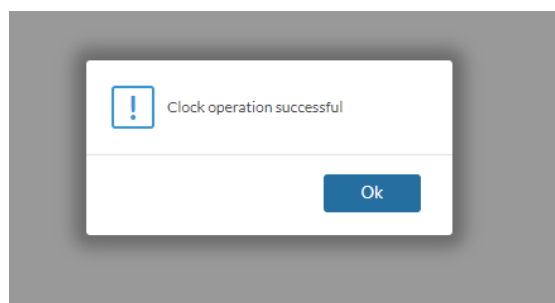
When you are looking to clock out, click Clock Out



It will confirm your name and time. Click Continue



If you have any messages, they will appear, hit continue. After clocking in, you should receive the message below:



## View

## Hours

You can see the breakdown of shift time, week total, and PTO.

On a 42 minute LUNCH  
4/30/2020 01:20:58 PM

CLOCK IN CLOCK OUT LEAVE ON LUNCH RETURN FROM LUNCH **VIEW** REQUESTS

Hours Last Punch Messages

### VIEW HOURS

Navigate Period

Download

Regular 1:02 OT1 0:00 OT2 0:00 Leave 0:00 Total 1:02

Showing 1 records of 1

Notes	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
	4/30/2020 11:36 AM	4/30/2020 12:38 PM	1.02	1.02	1.02	1.02	1 - FULLTIME (HOURLY)

## Last Punch

Shows the last punch action you have made.

Home CLOCK IN CLOCK OUT LUNCH **VIEW** REQUESTS

Hours **Last Punch** Messages

### LAST PUNCH (CLOCKED OUT)

**DANIELLE ACOSTA**

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Clocked in at **8/12/2018 01:38 PM**

Clocked out at **8/12/2018 01:40 PM**

Job Code **1 - REG**

## Messages

Any messages for you will be stored here.

Navigation bar with tabs: Home, CLOCK IN, CLOCK OUT, LUNCH, **VIEW**, REQUESTS. Sub-tabs under VIEW: Hours, Last Punch, **Messages**.

### VIEW MESSAGES

Showing 1 records of 1

View	Read	Date Read	Date Sent	Message	Sent By
		Not Read	08/10/2018	Your time-off request on 08/14/2018 from 08:00 AM t...	INFSOGUNDIJO

## Requests

Click request to open up the calendar to schedule PTO.

Navigation bar: Home, CLOCK IN, CLOCK OUT, LUNCH, VIEW, **REQUESTS**. 08/10/2018 10:04:22 PM

VIEW REQUESTS ?

Calendar List

Status

+ Add Manage Refresh << < October 2018 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 +	1 +	2 +	3 +	4 +	5 +	6 +
7 +	8 +	9 +	10 +	11 +	12 +	13 +
14 +	15 +	16 +	17 +	18 +	19 +	20 +
21 +	22 +	23 +	24 +	25 +	26 +	27 +
28 +	29 +	30 +	31 +	1 +	2 +	3 +
4 +	5 +	6 +	7 +	8 +	9 +	10 +

Find the date you want to schedule PTO, and click the "+" symbol in the top right corner of the date. Or click the green + Add button.

+ Add Manage Refresh << < October 2018 > >>

Sun	Mon	Tue
30 +	1 +	<b>2 +</b> +




Enter in PTO and click save. The request will appear on your calendar.


### Add Employee Request ?

Templates

PTO

Employee DANIELLE ACOSTA [324]

Date requested 10/2/2018 

Start time 08:00 AM 

Hours 8:00

Days 1

Leave Code 4 - PTO

Description PTO

Cancel Save