



Employee Reference

Primepoint Time System

The purpose of this document is to help your general understanding of the time system and the normal duties that you will be performing. Many of the images that are in this document are not intended to be looked at closely but are there for you to know that you are in the correct section.

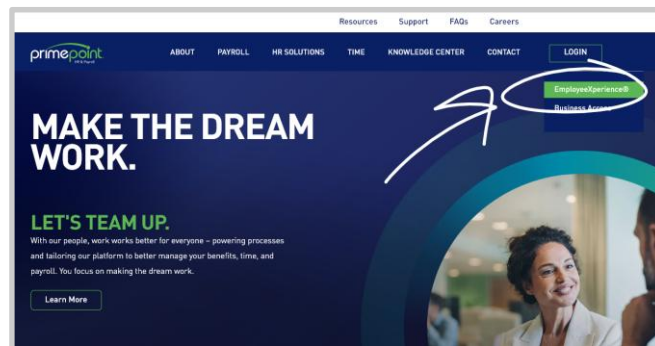
General Employee Overview Video: <https://vimeo.com/465146730>



Video Walkthrough: <https://vimeo.com/531885589>

Here's how to enroll:

- Access www.primepoint.com
- From the homepage, hover over Login and click on [EmployeeXperience](#)



- On the login page, click [Need to Enroll? - Click here](#)
- Follow the on-screen instructions

Your employeeXperience®
Enrollment Code is:

INHEAL

Launch Time System

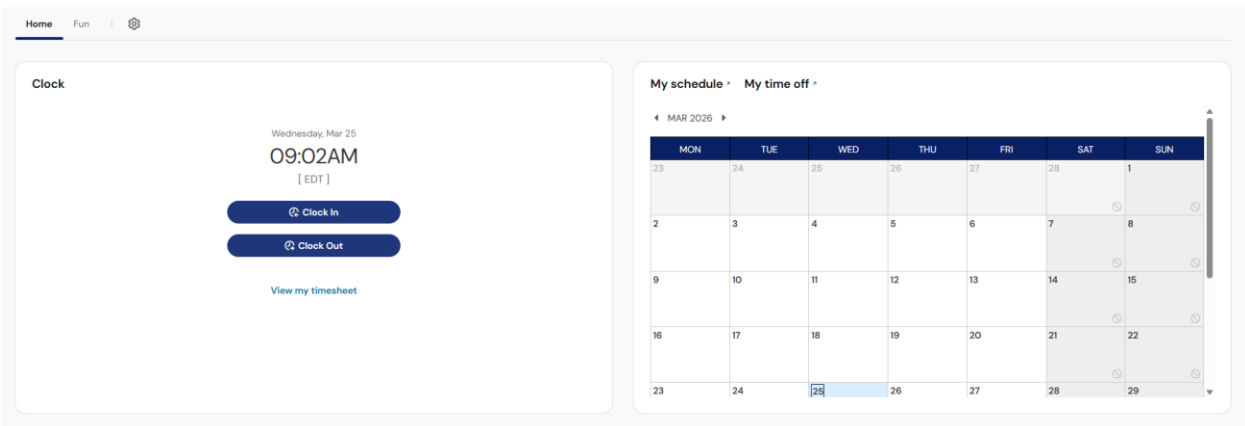


Access your time system account
for all time related activities.

Once logged in, click the **Launch Time System** link that appears
on the main screen of your employeeXperience profile.

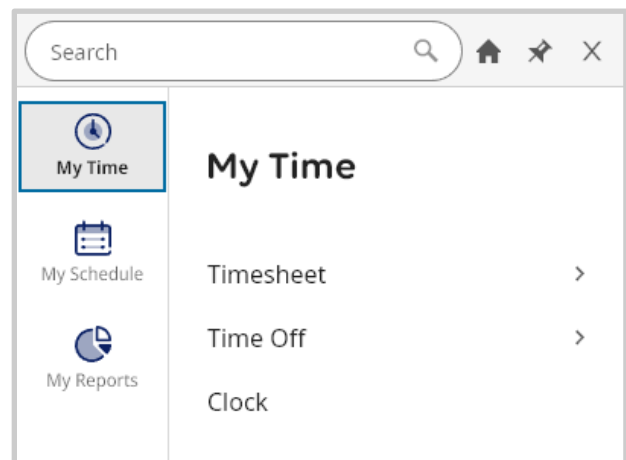
Using your Home Screen

Your **Home** screen can include widgets such as your Clock, My Time off, and others.



The ☰ button will display your navigation panel.
Here are a few pointers about using this menu:

1. Menu items on the left expand into additional options. In the example to the right, clicking **My Time** gives Timesheet and Time Off information.
2. The **pin** icon can be used to pin the navigation panel and keep it from closing.
3. The **search bar** is extremely useful for finding items in the system.



Timesheet Change Requests

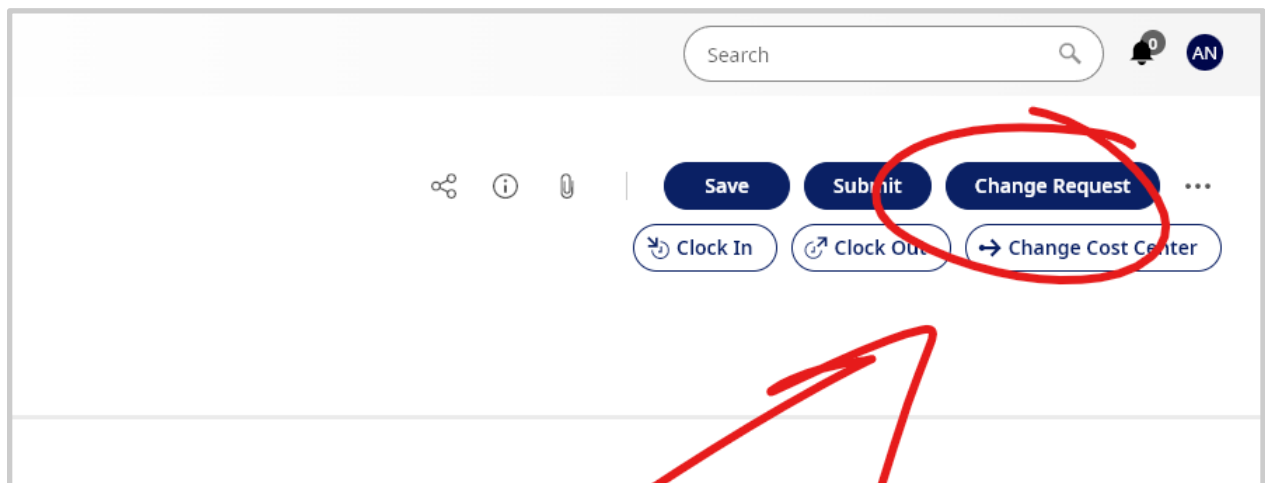
Home Screen: Click the words view **View my timesheet** in your Clock widget

Menu Location: My Info > My Time > Timesheet > Current Timesheet

Employees can request certain changes on their timesheet. Some of these changes can include the following:

- Canceling Time Off
- Adding a Punch In
- Adding a Punch Out
- Adding a Time Entry

To initiate a request, first go to the timesheet that you need to make a change in. Once there, click the **Change Request** button at the top or bottom of the screen.



A pop up will appear that will prompt you on the type of change you need to make.

Change Request [X]

Change Type* Choose Date*

Add Extra Pay & Counter. 11/07/2024

Counter* Time*

> Overtime 2.00

+ Add Extra Pay & Counter Adjustment

Comment

Clear

Cancel Submit Changes

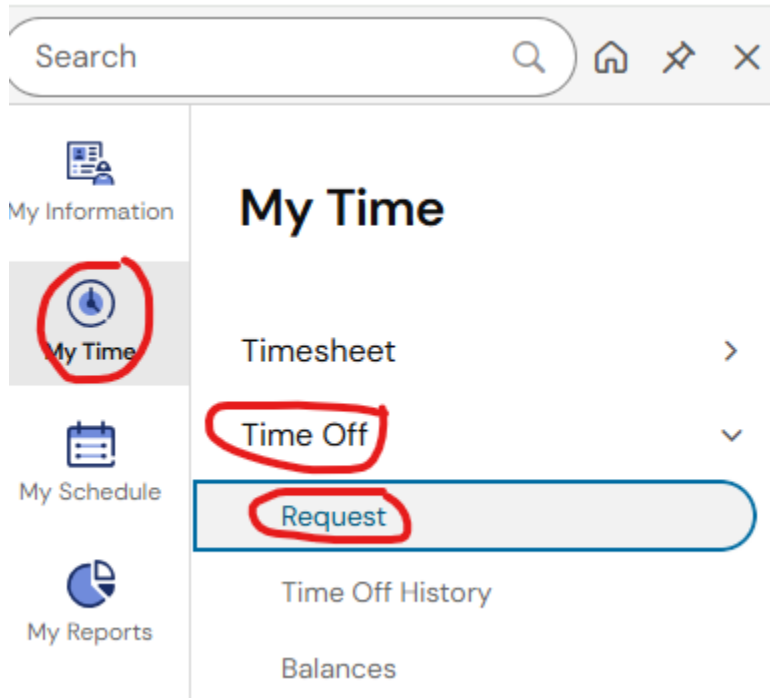
In the example to the left, we have selected the Add Extra Pay & Counter Adjustment option so we can request the addition of Overtime to the Adjustment tab.

In some cases, you may be required by your manager to enter additional information about a particular request - additional details may be found by clicking the chevron to the left of the Counter name.

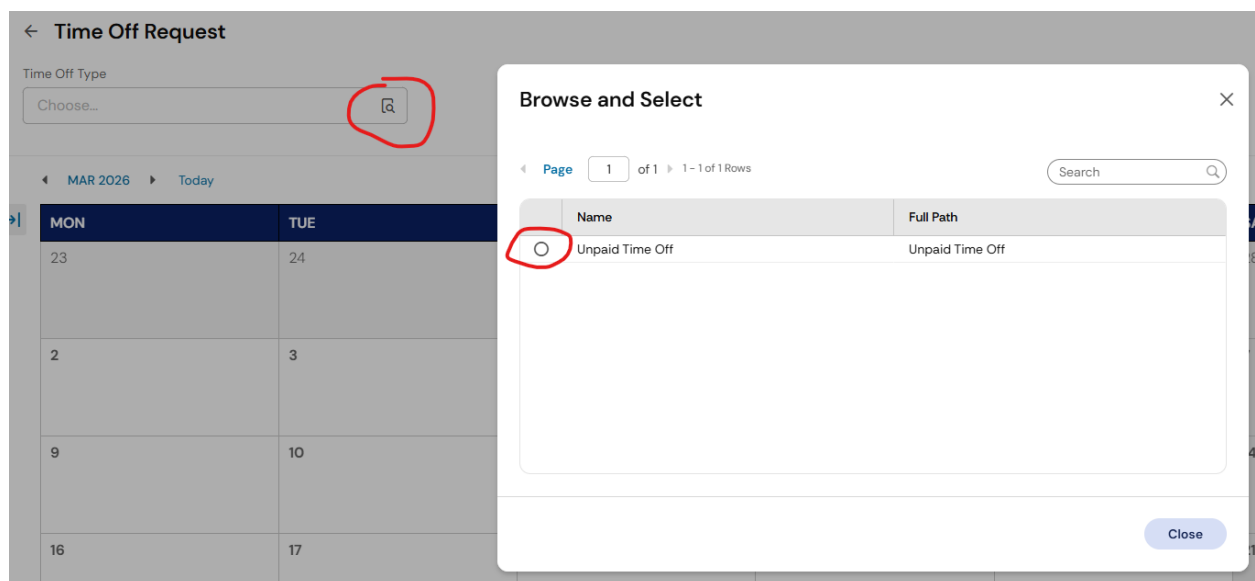
Once you have entered the necessary information, click the **Submit Changes** button at the bottom of the pop up.

Requesting Time Off

Open the menu using the hamburger icon in the top right of your screen, then navigate to My Time > Time Off > Request.



On the next screen, click the magnifying glass in the time off type search, then select "Unpaid Time Off"



Next choose the day or days you would like to take off and select the "Start Request" option in the top right corner.

Start Request