

# Using HUB Time Clock

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## Logging In

1. To log in go to <http://paysmartpa.com>
  2. Click on HUB Time Clock
  3. Enter your credentials
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## Clocking In/Out

Click on the green bar.

**YOU'RE CURRENTLY CLOCKED IN**

**Clocked In:** 05/20 08:00 AM via Web

**Department:** 1 - Group A

**CLOCK OUT NOW**

[Forgot to clock out and need a mulligan?](#)

*Use a mulligan if you had forgotten to clock out previously & need to clock in now.*

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## Forget to Clock In/Out?

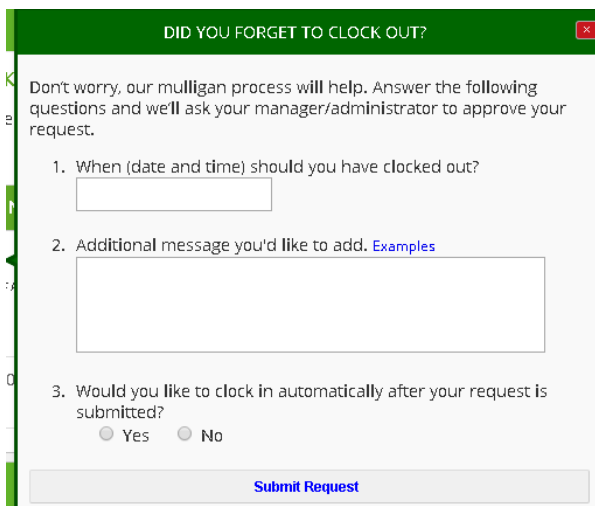
If you have forgotten to clock out/in click:

[Forgot to clock out and need a mulligan?](#)

*Use a mulligan if you had forgotten to clock out previously & need to clock in now.*

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Respond to the questions asked and then click Submit Request.



**DID YOU FORGET TO CLOCK OUT?**

Don't worry, our mulligan process will help. Answer the following questions and we'll ask your manager/administrator to approve your request.

1. When (date and time) should you have clocked out?
2. Additional message you'd like to add. [Examples](#)
3. Would you like to clock in automatically after your request is submitted?  
 Yes  No

[Submit Request](#)

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## Requesting PTO

PTO should only be used if you are NOT making up the time and want to apply against your PTO balance.

Select Request Paid Time Off on the right side of the screen. You'll notice your available PTO hours are displayed.

### Tracking Information

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HOURS WORKED

THIS WEEK	THIS PERIOD
<b>0</b>	<b>11.28</b>

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AVAILABLE TIME OFF (PTO) \*

<b>35</b>
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\* As of 05/20/15. Available balance has not be reduced by any recently approved PTO request.

[REQUEST PAID TIME OFF](#)

When entering requested time enter the amount you are requesting in days. For instance:

- 8 hours would be 1
- A half day would be .5
- 2-hour increments would be .25

If you are taking a week off enter 1 to question 2 as this asks how many hours per DAY.

Harvey, need to request PTO?

1. What day(s) are you requesting PTO? (Selected days will be highlighted in red and added to the Selected Days list on the right)

May 2015						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

Selected Days  
05/04/2015  
05/05/2015  
05/06/2015  
05/07/2015  
05/08/2015

2. How many hours of PTO time per day are you requesting?

3. What type of PTO are you requesting?

AVAILABLE BALANCE(S) as of 05/20/15

SICK  
35

4. Additional message you'd like to add (optional)

Submit Request

## Timesheet Approval



1. When the pay period ends go to the clock tab.
2. Change to the period you are approving by clicking the *Change* drop down.
3. Click View Time and the details on the period will drop down. You may add notes as necessary.
4. Once you agree with the time card click Submit Timesheet at the bottom of the detail page.

Submit Timesheet



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## Other Features

### App Downloads

From the home page you will notice there are App Downloads so you can access your check stubs via your smart devices.

#### App Downloads



Use the Application Code: PaySmart  
Use the Company ID: 105


### Messages, Docs, & Links

Hub Messages and HUB Docs & Links are provided by your employer. Notification of these items will be emailed. A notification pop-up will also appear when entering HUB Time Clock if something requires a read receipt.

#### HUB Messages

No messages found

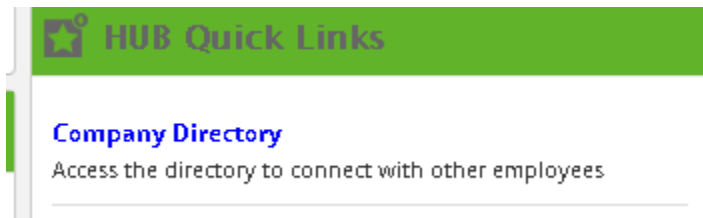
#### HUB Docs & Links

**2015-w-4.pdf** 116 KB  
[Download](#)

Here is a new W-4 for 2015. If you would like to change your federal withholding please complete a new W-4.  
Added by Kelli Gift

## Company Directory

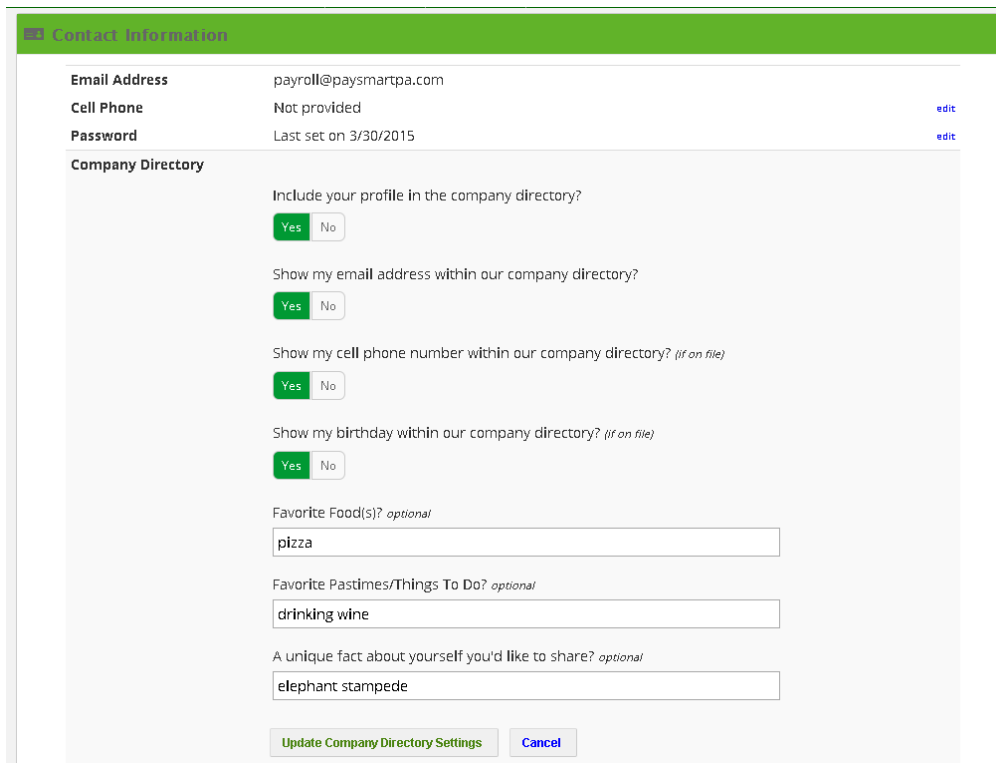
A company directory is also available for all employees that share their information.



To enter your personal directory information click the down arrow next to your name in the upper right hand corner.



Select Edit Contact Information then Edit Company Directory. You may fill in and/or share as much or as little as you like.



The screenshot shows the "Contact Information" page. It has a green header with the text "Contact Information". Below the header, there are several fields:

- Email Address:** payroll@paysmartpa.com
- Cell Phone:** Not provided [edit](#)
- Password:** Last set on 3/30/2015 [edit](#)
- Company Directory:**
  - Include your profile in the company directory?  
 Yes  No
  - Show my email address within our company directory?  
 Yes  No
  - Show my cell phone number within our company directory? *(if on file)*  
 Yes  No
  - Show my birthday within our company directory? *(if on file)*  
 Yes  No
  - Favorite Food(s)? *optional*
  - Favorite Pastimes/Things To Do? *optional*
  - A unique fact about yourself you'd like to share? *optional*

At the bottom of the form, there are two buttons: "Update Company Directory Settings" and "Cancel".