# How to Submit Hours on Timecard in ESS

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#### # Log into hub.empeon.com

## **1. CLICK ON THE MAIN MENU**





## 2. CLICK ON 'TIMECARD'





## 3. CLICK ON 'EDIT'

11:15 AM		ati 5G 📖
		<b>P</b> =
Timecard		🖉 Edit
2025 💌	May 4, 2025 - May 17,	2025 👻
Sun 4		
Total:		
Mon 5		
Total:		
Tue 6		
Total:		
Wed 7		



#### 4. CLICK ON 'ADD PUNCH'

11:15 AM		#1 5G 📖
Cancel	Edit Timecard	Save
Sun 4	Add Punch	
Mon 5	Add Punch	
Tue 6	Add Punch	
Wed 7	Add Punch	
Thu 8	Add Punch	



#### **5. SELECT CLOCK IN AND CLOCK OUT TIMES**

11:16 AM		#1 5G
Cancel E	dit Timecard	Save
Sun 4	11:00 PM • 7:00 AM	Û
	Add Punch	
Mon 5	Add Punch	
Tue 6	Add Punch	
Wed 7	Add Punch	
Thu 8	Add Punch	
	5	
	6	
	7 00 AM	
	8 01 PM	



### 6. CLICK ON 'SAVE'





## 7. CLOCK IN AND CLOCK OUT HAS BEEN SUBMITTED!



