

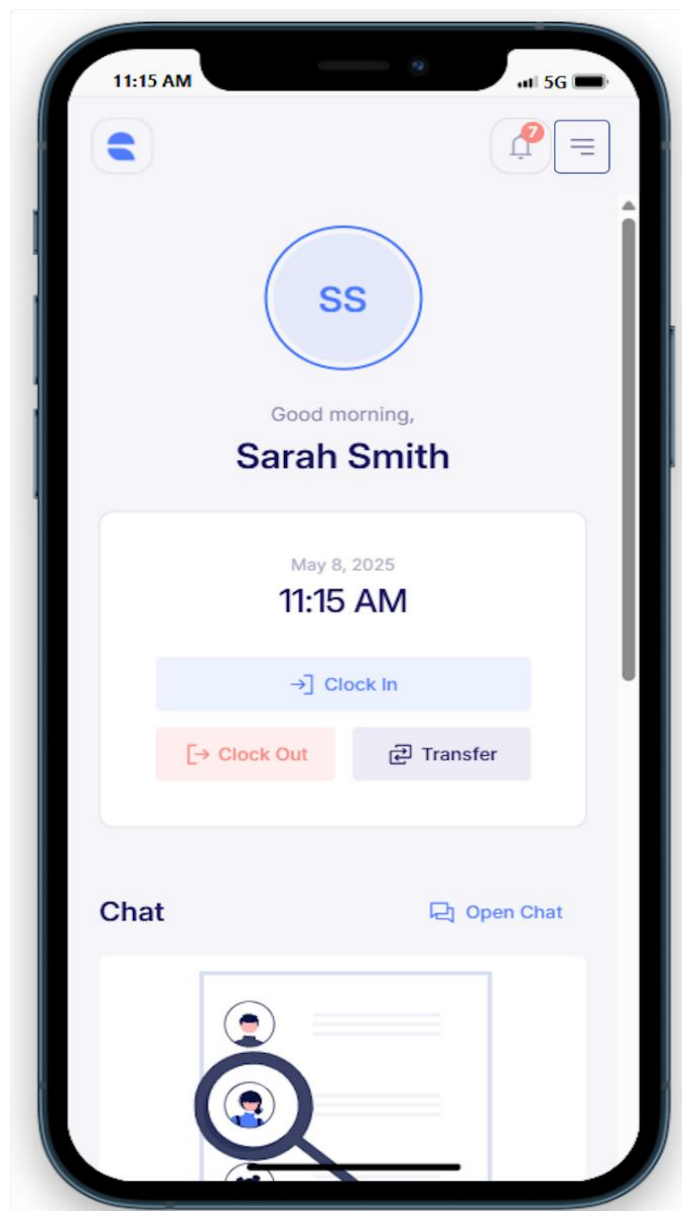
How to Submit Hours on Timecard in ESS

Creation Date: May 08, 2025

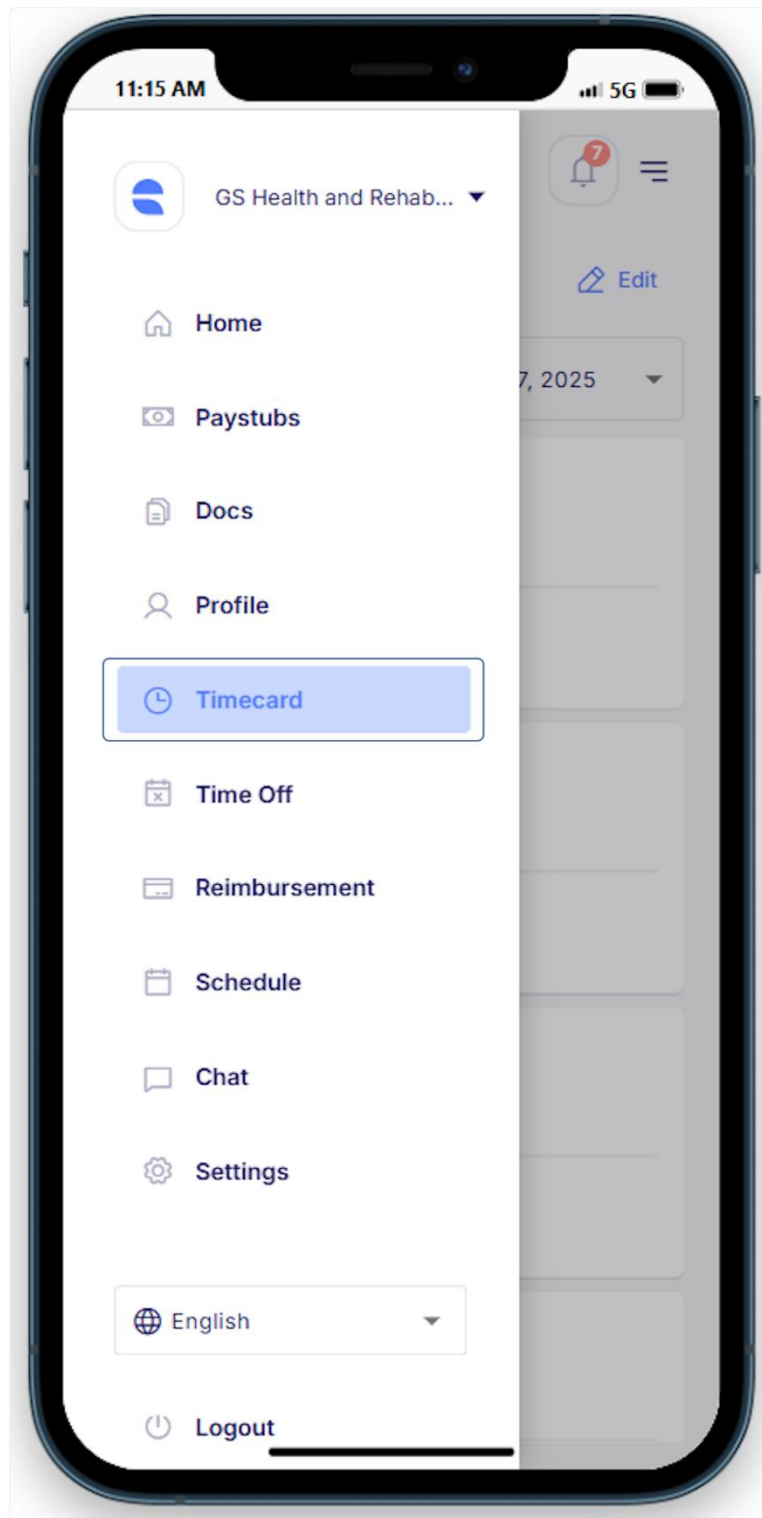
Created By: Gitty Schnitzler

Log into hub.empeon.com

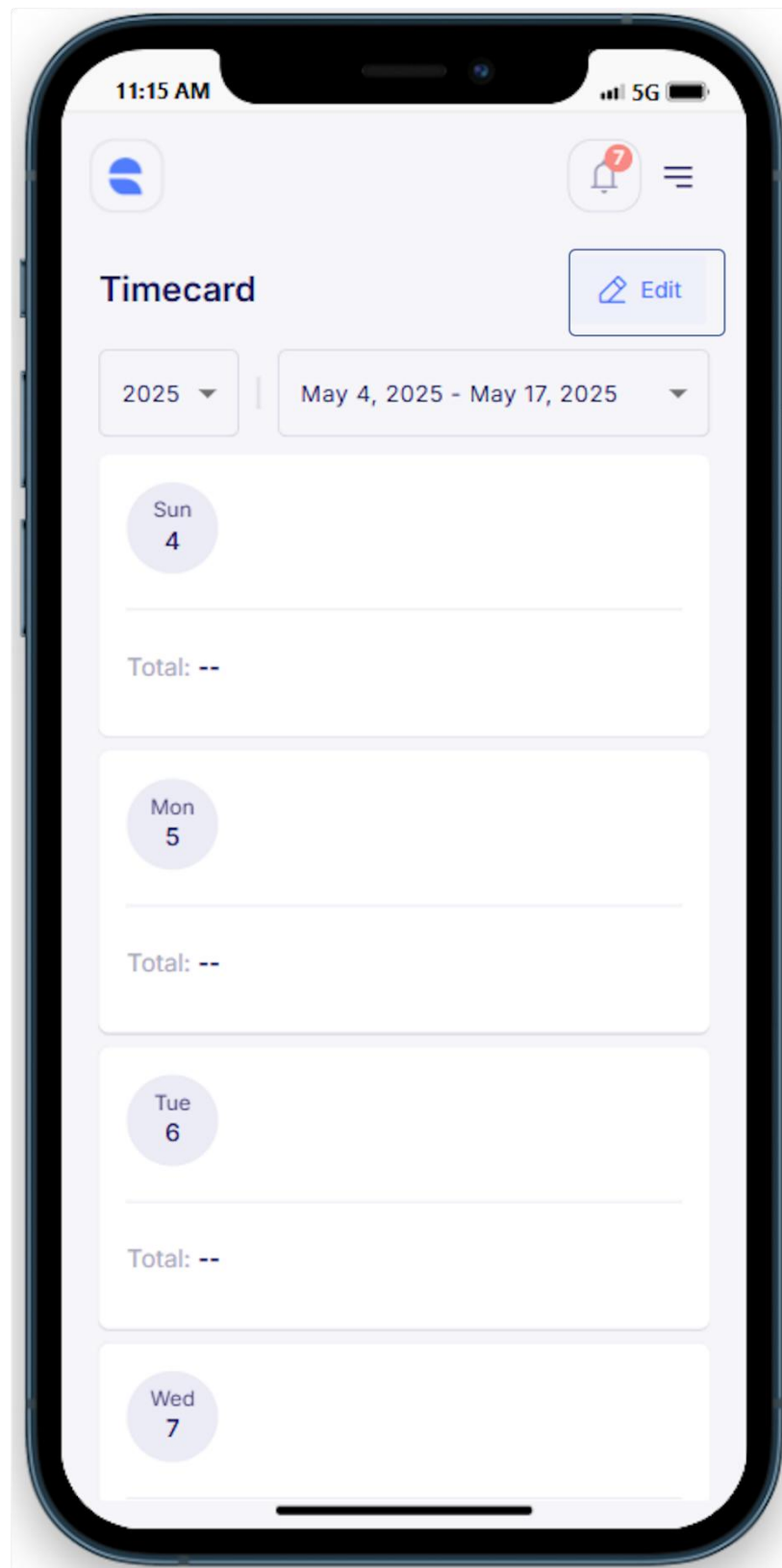
1. CLICK ON THE MAIN MENU



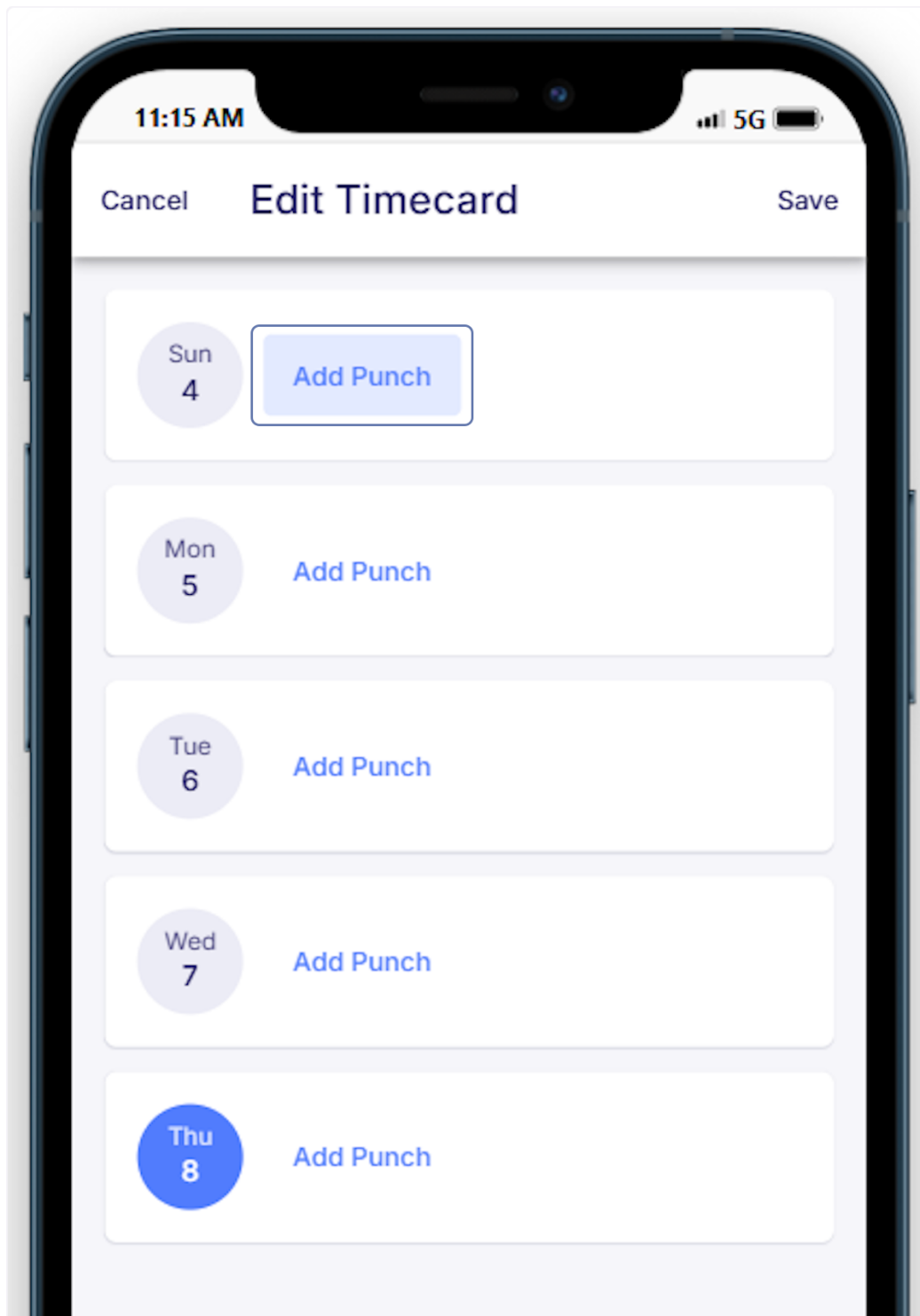
2. CLICK ON 'TIMECARD'



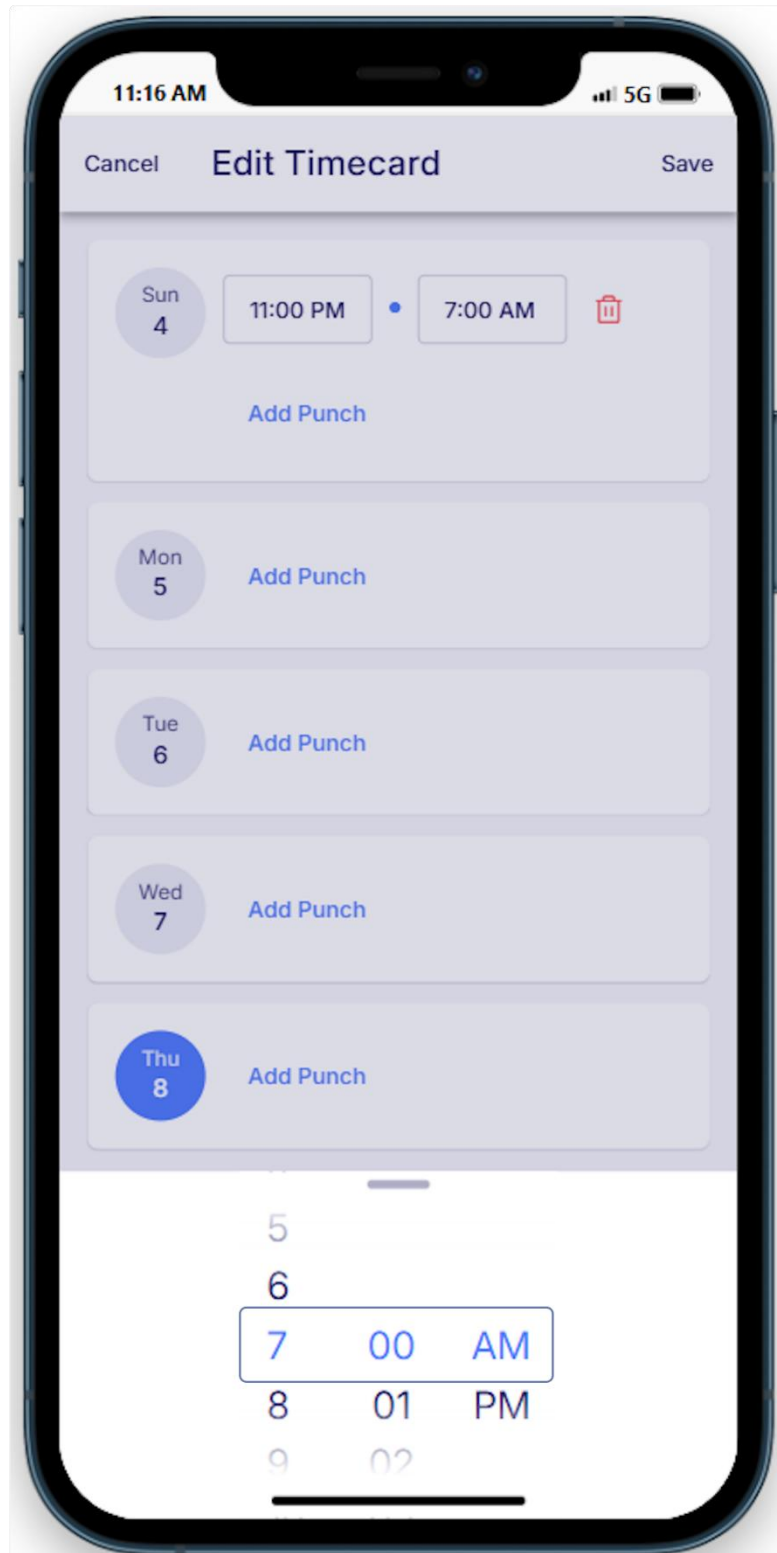
3. CLICK ON 'EDIT'



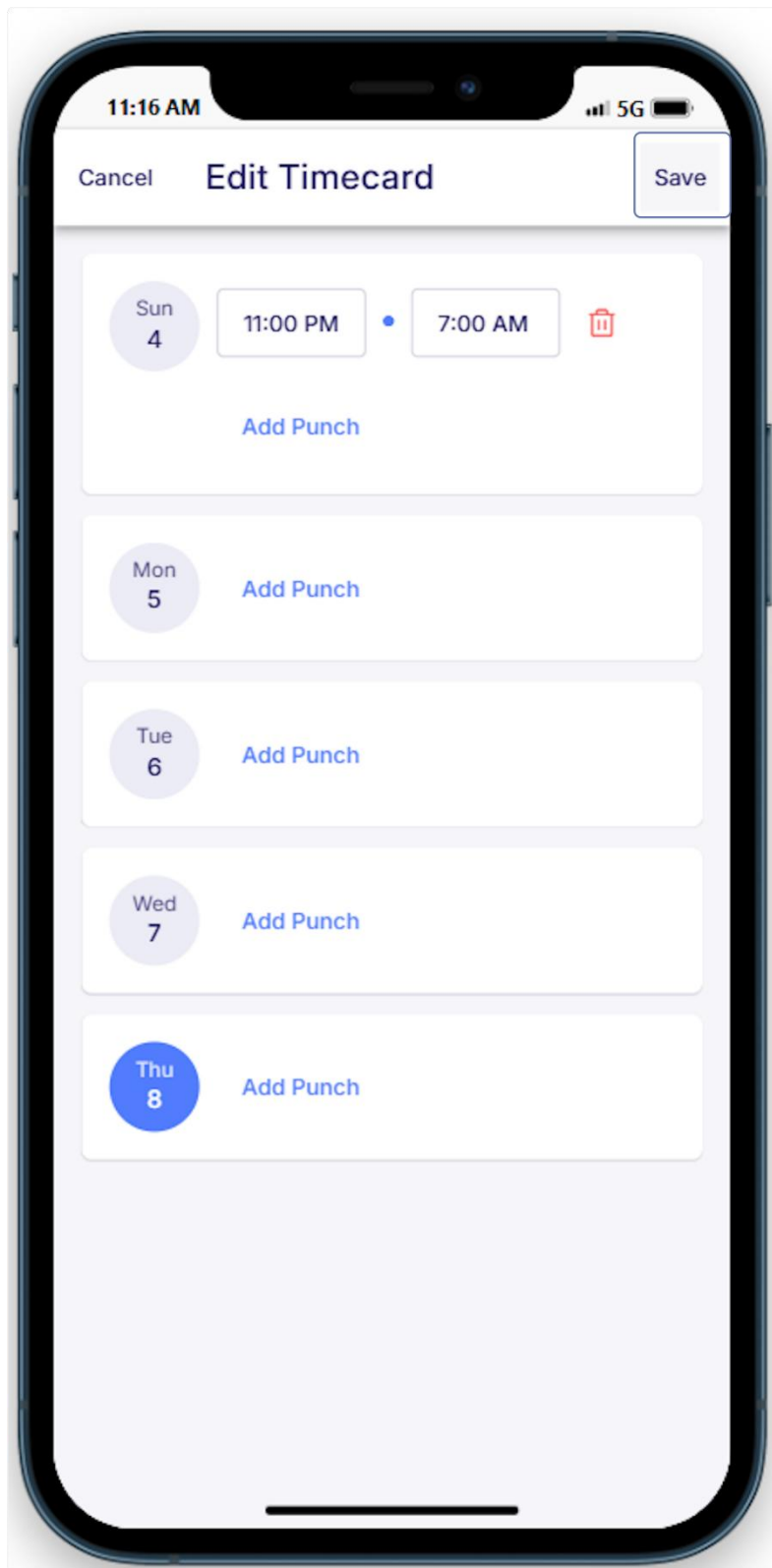
4. CLICK ON 'ADD PUNCH'



5. SELECT CLOCK IN AND CLOCK OUT TIMES



6. CLICK ON 'SAVE'



7. CLOCK IN AND CLOCK OUT HAS BEEN SUBMITTED!

