Clock Employee Timekeeping Procedure:
- Enter Employee ID number using numeric keys then press enter to punch in and out
- Punch in when you begin working each shift
- Punch out when you stop working each shift
- Lunch break will be automatically deducted each day for those with a lunch deduction, so there is no need to punch in and out for lunch. If you work through lunch notify your supervisor, who will manually override the lunch deduction.
- If you are leaving work for personal reasons and will be returning to work later that shift, punch out when you leave and back in upon returning.
- If you are not at a site with a time clock when you begin or end your shift, have difficulty punching in or out or forget to punch, notify your supervisor, who will manually key your punch into the system.
Log into TimeSaver and View Time Records

To log into TimeSaver, navigate to this URL using your web browser: https://timesaver.adp.com/i20/hh0s/TS/login.php

**Employee Username & Password**

Your **Username** is your two character abbreviated Site Code followed by your Employee ID.

Site Codes are as follows:

<table>
<thead>
<tr>
<th>Site</th>
<th>Two Character Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Office</td>
<td>SO</td>
</tr>
<tr>
<td>Manchester CC</td>
<td>MN</td>
</tr>
<tr>
<td>Great Bay CC</td>
<td>GB</td>
</tr>
<tr>
<td>NHTI, Concord’s CC</td>
<td>CO</td>
</tr>
<tr>
<td>White Mountains CC</td>
<td>WM</td>
</tr>
<tr>
<td>Lakes Region CC</td>
<td>LR</td>
</tr>
<tr>
<td>River Valley CC</td>
<td>RV</td>
</tr>
<tr>
<td>Nashua CC</td>
<td>NA</td>
</tr>
</tbody>
</table>

Example: Employee John Clocker, Site NHTI, Employee ID 987654, Username = CO987654

Your **Password** is your First Name (UPPER CASE) followed by 9. The password must be at least 8 characters long, therefore if the first name followed by 9 is less than 8 characters, zeros will be added to the end to make it 8.

Example: Employee John Clocker, password = JOHN9000, Employee Matilda Manager, password = MATILDA9, etc.

**Note:** After successfully logging in for the first time, you will be prompted to change your password. Write down your new password to reference when logging in going forward.
Navigating the Time Entry Screen

**TABS:** show employee data for selected time period

**Logout:** click to log out of the system

**Time Entries:** Shows punches and pay code edits

**Employee Schedule:** Shows employee’s schedule

**Audits:** Shows audit trail of data entered

**Select Time Period** to be displayed

**Total Hours:** shows total hours reflected in time card for time period selected

**Scroll:** to move up and down dates on time card

**Print:** displays time detail by day which can be printed

**Change Password** allows you to change password