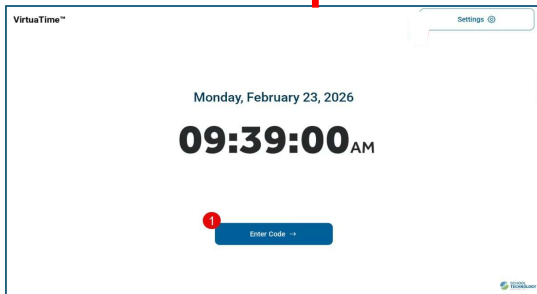


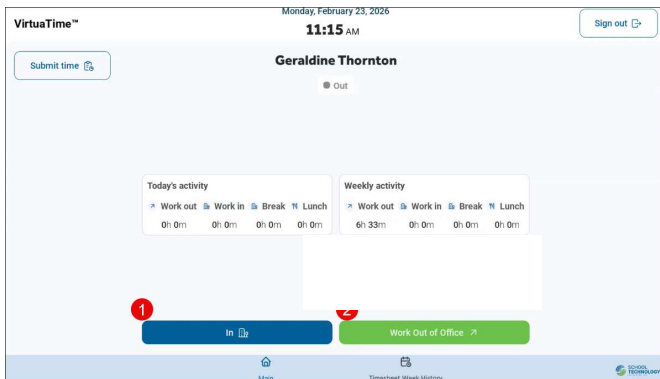
# Clocking In and Out

## Step 1



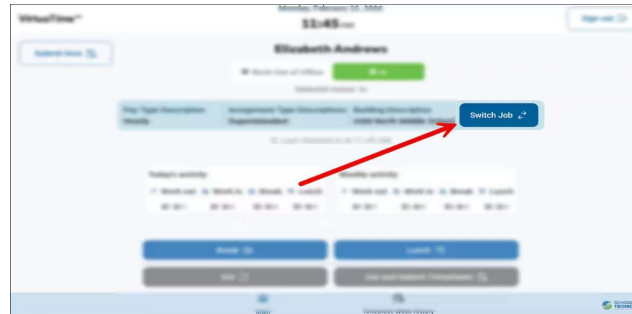
Enter your Time Tracking Code

## Step 2

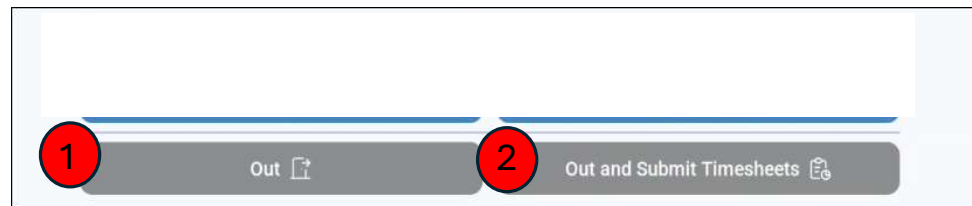


Select In

## Step 3



## Step 4



Once clocked in, your Action Buttons will update to show your available clock-out options. Select either **“Out”** or **“Out and Submit Timesheet”** to submit your weekly timesheet record at the end of a pay period.

### Changing Job Codes

You can switch your active job code at any time while clocked in by selecting **Switch Jobs** from the Main screen. You must be currently clocked in for this option to appear. *If you only have one job code, Switch Jobs will not be visible.*

# Timesheet Management

To view your weekly timesheet history, select the **Timesheet History** tab from the bottom navigation tray on the Main screen.

**Add Action**

Status  
Select status

Job  
Select job

Start Time  
Select Time

End Time  
Select Time

Cancel Save

Thursday, July 17, 2025  
11:27 AM

**Timesheet History**

< July 14 - July 20, 2025 >

Actions	Sun 14 Jul	Mon 15 Jul	Tue 16 Jul	Wed 17 Jul	Thu 18 Jul	Fri 19 Jul	Sat 20 Jul	Weekly Totals
Work	0h 0m	10h 44m	0h 0m	0h 28m	0h 0m	0h 0m	0h 0m	11h 12m
Work Out of Office	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m
Break	0h 0m	13h 15m	0h 42m	0h 0m	0h 0m	0h 0m	0h 0m	19h 57m
Lunch	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m

Work Out of Office	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m
Break	0h 0m	13h 15m	0h 42m	0h 0m	0h 0m	0h 0m	0h 0m	19h 57m
Lunch	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m

Day details

Main Timesheet Week History

Use **Add Action** to create a new time record for the selected day, or to modify an existing timerecord. Select the record you want to change and select.

# Submitting Time

At the end of your pay period, you will need to submit your timesheet records for approval. VirtuaTime provides a few ways to access the submission screen.

There are two ways to get to the Submit Time screen:

- Select **Submit Time** from the upper-left corner of the Main screen.
- Select **Out and Submit Timesheets** when clocking out on the last day of your pay period.

## Timesheet Submission Details

The Timesheet Submission Details screen lets you review your full timesheet before submitting.

Status	Start Date	End Date	Total Time
Unsubmitted	06/16/2020	06/22/2020	84h 62m
Unsubmitted	06/23/2020	06/29/2020	17h 14m
Unsubmitted	06/30/2020	06/30/2020	7h 54m
Unsubmitted	07/01/2020	07/06/2020	52h 19m
Unsubmitted	07/07/2020	07/13/2020	19h 20m
Unsubmitted	07/14/2020	07/14/2020	11h 27m
Unsubmitted	07/07/2020	07/13/2020	19h 20m
Unsubmitted	07/14/2020	07/15/2020	11h 27m