

HOW TO TIME VANTAGE FOR EMPLOYEE

Go to <https://secure.easychoicetime.com/ta/Default.login> → log in based on the company name, user name, and password given to you.

Default Login

Company

Username

Password

Login

v5.10

Click on Clock In when you are starting your shift. Click on Clock Out when you are ending your shift. You can also clock in/out if you are leaving for an errand or for lunch. At the end of the pay period you can submit your timesheets for approval and print your timesheets under Utilities.

Radcliffe PAYROLL SERVICES kat's Demos 2:34:11 pm (EDT) | Logout | Close Account View

My Account My Reports John Lenn

Time Sheet August 09, 2009 August 22, 2009 ⓘ This is your current timesheet.

Clock In Clock Out

Days Sun 9 Calc. Detailed Summary By Day

Sunday, August 9, 2009

Cost Center 1	In Date	From	To	Raw Total	Calc. Total
No Data					

Day Total : 0.00 0.00

Time Sheet Total : 0.00 0.00

Notes

Timesheet Information ⓘ

Created On: 08/09/2009

Current State: Open

Save Undo Submit For Approval Utilities Close Previous Timesheet GO! Next Timesheet

Radcliffe

PAYROLL SERVICES
Certified Payroll Professionals

If you select the Calc. Detailed tab you can review your punches for the pay period, including the running total by week and pay period. If you select the Summary By Day tab you will simply see a summary of each day's hours throughout the pay period.

Radcliffe PAYROLL SERVICES
Kat's Demos

My Account | My Reports

Time Sheet August 09, 2009 - August 22, 2009 ⓘ This is your current timesheet.

Clock In Clock Out

Days Calc. Detailed Summary By Day

Date	Raw From	Raw To	Raw Total	Pay Cat.	Weekly Pay Period	Calc. Running Total
Sun 08/09/09						
Mon 08/10/09						
Tue 08/11/09						
Wed 08/12/09						
Thu 08/13/09						
Fri 08/14/09						
Sat 08/15/09						
Sun 08/16/09						
Mon 08/17/09						
Tue 08/18/09						
Wed 08/19/09						
Thu 08/20/09						
Fri 08/21/09						
Sat 08/22/09						

Timesheet Information ⓘ

Created On: 08/09/2009
Current State: Open

Radcliffe PAYROLL SERVICES
Kat's Demos

My Account | My Reports

Time Sheet August 09, 2009 - August 22, 2009 ⓘ This is your current timesheet.

Clock In Clock Out

Days Calc. Detailed Summary By Day

Date	Calc. Total
Sun 08/09/2009	
Mon 08/10/2009	
Tue 08/11/2009	
Wed 08/12/2009	
Thu 08/13/2009	
Fri 08/14/2009	
Sat 08/15/2009	
Sun 08/16/2009	
Mon 08/17/2009	
Tue 08/18/2009	
Wed 08/19/2009	
Thu 08/20/2009	
Fri 08/21/2009	
Sat 08/22/2009	
Total:	0.00

Timesheet Information ⓘ

Created On: 08/09/2009
Current State: Open

You can submit time off requests by going to My Account → My Time Off → Request. Under My Time Off you can also view a History of your time off and a calendar of time off already taken and pending.

Radcliffe PAYROLL SERVICES
Kat's Demos

My Account | My Reports

- My Current Timesheet
- My Historical Timesheets
- My Time Off
 - Request
 - History
 - Calendar
- My Settings

Simply fill in the applicable blanks and click on Submit Request. You can also view pending requests, the approvers, and a history of your time off requests.

The screenshot shows the 'Request Time Off' interface. At the top, there are tabs for 'My Account' and 'My Reports'. Below this is a 'Request Time Off' section with a 'Time Off' input field. Under 'Request Type', there are three options: 'Full Day' (selected), 'Partial Day (Start/Stop)', and 'Partial Day (Bulk)'. The 'Full Day' option has a 'Date' field. The 'Partial Day (Start/Stop)' option has 'Date', 'From', 'To', and 'Total' fields. The 'Partial Day (Bulk)' option has 'Date' and 'Total Hours' fields. Below these is a 'Multiple Days' option with 'From' and 'To' date fields. A 'Comments' text area is located below the request type options. To the right of the form is an 'Approvers' dropdown menu showing 'Amanda Skilling' and 'Amanda Skilling'. At the bottom of the form is a 'Pending Requests' section with the text 'No Pending Requests'. Red arrows point to the 'Time Off' field, the 'Approvers' dropdown, and the 'Pending Requests' section.

This screenshot shows the bottom of the form with three buttons: 'Submit Request', 'View History', and 'Close'. Red arrows point to the 'Submit Request' and 'View History' buttons.

Under My Account you can also view Current and Historical Timesheets. Under My Settings you can Change Password.

The screenshot shows the 'My Account' menu. The menu items are: 'My Current Timesheet', 'My Historical Timesheets', 'My Time Off', and 'My Settings'. The 'My Settings' item is expanded, showing a 'Change Password' option. Red arrows point to the 'My Current Timesheet' and 'My Settings' items.