If your unit uses terminals to track time:

1. Select Job
2. Record Timestamp

Record Time In

1. Press the START Shift key
2. Hold ID up to Terminal
3. Select Job (Green light in upper left corner will illuminate when successful.)

Record Time Out

1. Press the END Shift key
2. Hold ID up to Terminal

Approve Your Time

You will receive a bi-weekly e-mail reminding you to approve your time. To approve, press the Approve Timecard key and hold ID up to Terminal

If your unit uses personal computers to track time:

PioneerWeb > Employee Tab > My Resources > Pioneer Time

Record Time In

1. Select Job
   - Transfer
     - 85004-Broadcast Product-491670
     - 85005-Webcast Productio-491670
     - Search...

2. Record Timestamp
   - Record Timestamp

Record Time Out

Do not select a job. Click Record Timestamp.

Approve Timecard

You will receive a bi-weekly e-mail reminding you to approve your time. Login, review your timecard and click Approve Timecard.
Two ways to input time off:  
1. Request Time Off - sends a request to your supervisor for approval (Gold Directions on this guide)  
2. Enter Time Off - no request sent to supervisor (Crimson directions on this guide)

Request Time Off  
(Sends notification to your supervisor)

Step 1: Select My Time-Off Requests

Step 2: Request Time Off

Step 3: Submit Request
- Pay Code - Select from drop down
- Start Time - Required (e.g. 8:00 a.m.)
- Length - Hours (usually 7.5 or 3.75). For multiple days, enter hours per day, not total time. Also, do not include normal days off in your request (ex: weekends). Instead, use “Add Another Time Off Period” feature to skip days off.

Approved Requests will appear on your leave calendar.