

Patriot Time & Attendance – Employee User Guide

Prepared by Sedgwick Business Solutions

1. Log In to Your Employee Account

- Go to <https://my.patriotsoftware.com> and sign in with your username and password.
- Once logged in, select **Time Cards** from the left-side menu.

2. Entry Modes

- There are two time entry modes: **Punch In/Out** and **Manual Entry**. Your employer will determine which applies to you.

3. Punch In / Out Mode

- Open your **Current Period** time card.
- Click **Punch In** when starting work and **Punch Out** when leaving or taking breaks.
- Use **Add In/Out** for multiple work segments in a day.
- Click **Save** before exiting. Contact your manager if you forget to punch in or out.

4. Manual Entry Mode

- Enter start and end times manually for each workday using the HH:MM AM/PM format.
- Add a new line for lunch or split shifts using **Add In/Out**.
- Save your entries after each update.

5. Adding Other Hours (Vacation, Sick, etc.)

- Click **Add Other Hours** on your time card.
- Select the appropriate **Hour Type** (Vacation, Sick, Holiday).
- Enter hours and optional notes, then click **Save**.

6. Reviewing & Submitting Time Cards

- Review all entries at the end of the pay period for accuracy.
- Click **Submit Time Card** when complete.
- Once submitted, your time card is locked until a manager returns it for correction.

7. Approving or Rejecting Time Cards (Managers Only)

- Go to **Payroll** → **Time & Attendance** → **Approve Time Cards**.
- Review submitted time cards for each employee in the current pay period.
- Click an employee's name to open their detailed time card view.
- Verify total hours, overtime, and any other pay codes for accuracy.
- If correct, click **Approve** to finalize the time card.
- If changes are needed, click **Reject** and enter a note explaining the issue.
- The employee will receive a notification and can correct and resubmit the time card.

8. Viewing Time-Off History

- Navigate to **Reports** → **Time-Off History**.
- Select Hour Type, date range, and click **Run Report** to view your balances and history.

9. Mobile App (Optional)

- Download **My Patriot Employee Portal** from your app store.
- Log in and use **Punch In/Out** or manual entry the same as desktop.
- Add Other Hours and Submit directly from your phone.

10. Tips for Accurate Tracking

- Record time daily and save frequently.
- Check time zones if working remotely.
- Always use your own login – do not share credentials.
- Contact your manager immediately if there's a mistake.