

VSE MyHR

Quick Reference Guide

Punching In and Out on Day 1 – Hourly Associates



- Welcome to MyHR! The purpose of this guide is to walk through the simple steps to log-in and punch in and out of the MyHR system

Applicable For:

- Hourly- Remote Employees only
- On-Network Single Sign-On
- Individual Workstation

1 Log-in to MyHR

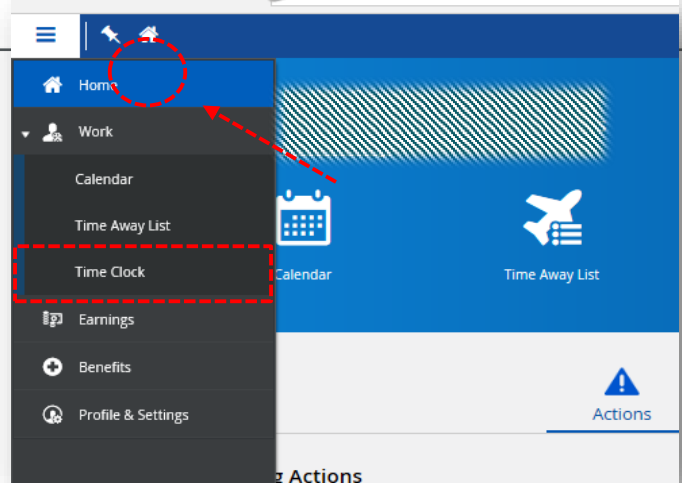
- First, log in to the company network with your employee ID and password
- Then, from your desktop, click on this link:

<https://sso.dayforcehcm.com/vse>

Make sure to add this link to your browser favorites!

2 Navigate to the Time-clock

- From Home screen, click on your navigation panel
- Open Work
- Select 'Time Clock' from the drop-down menu



3 Punch In!

- Use the clock to Punch in, out, and record all applicable times directly on your Timesheet

Add 'Time Clock' to your MyHR favorites menu by clicking 'edit' on your home page!

