

stratustime

Welcome to:

Login: Web address = <https://stratustime.centralservers.com> (NO WWW.)

Enter: Client ID: CareerPS

Enter: Login ID : first initial+last name (not case sensitive)

Enter: Password: first intitial+last name (CASE SENSITIVE;
The first time you log on use capital first letters: BSmith)

****Note that you will be required to change password upon first login**

Client ID *

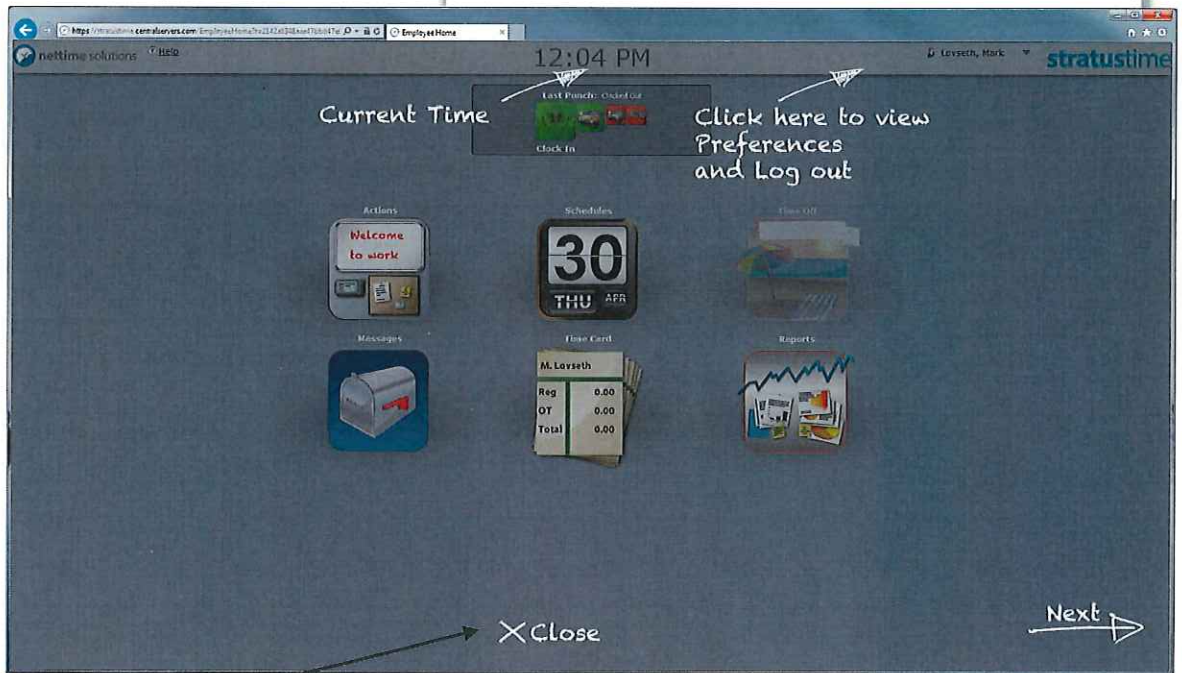
Login ID *

Password

Remember Client ID

Remember Login ID

[Forgot your password?](#)



Close the Overlay:

Web Punching

There are two primary ways of performing a web punch.

Method One: The Action Bar

Using the **Action Bar** is the quickest way to save a punch to your **Time Card**.

- Click on the appropriate action and your punch will be saved to your Time Card immediately.

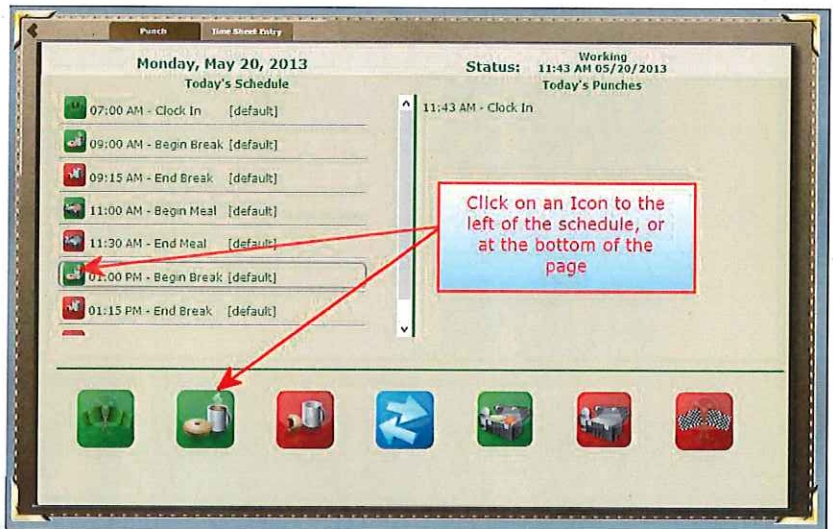


Method Two: The Actions Icon

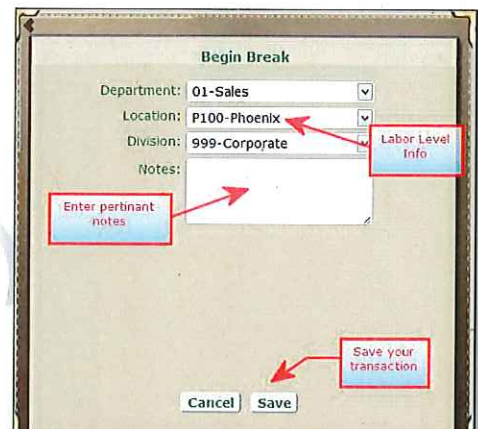
Click on the **Actions Icon**.

- Click on a corresponding icon to the left of your scheduled punch or click on one of the icons from the bottom of the page.
- The scheduled times showing are a guide, but the punch will be recorded when 'Save' is clicked.

Note: if you do not have a schedule, your punch window will look like this:



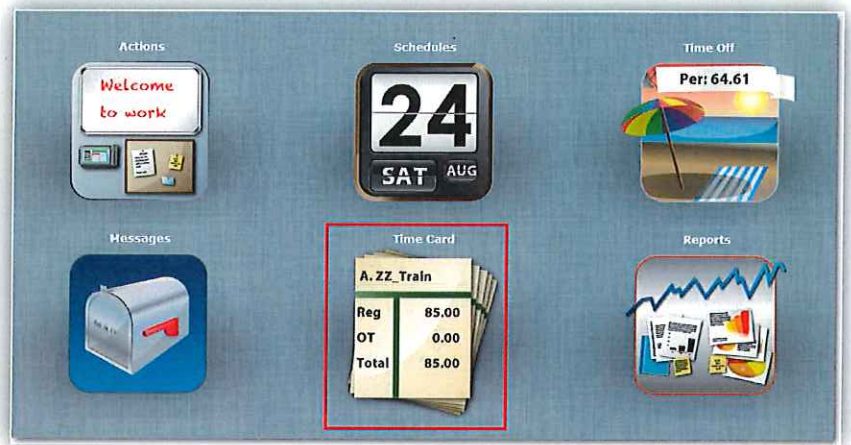
- Enter the necessary information on the Confirmation Screen.
- Any punches you make are immediately visible to your manager without any further action.



Time Card Approvals

Steps for Approving Time Cards

1. From the Employee portal, click on the Time Card Icon



NOTE: if an acknowledgement message appears, click the button to proceed.

2. Review the hours and make sure they are accurate. If you click the magnifying glass to the left of the transaction, you will see additional information, such as lunch punches.



NOTE: Missing Punches will show up with a red X

3. Click the box on the left of the transaction to approve, or click the **Approve All** box at the bottom of the page.

