

Logging In to Time and Attendance

User Guide

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First Edition: January 2017

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# Introduction

The steps to log in to Time and Attendance are dependent on each company’s setup and individual security. This document details each option.

# Logging in to Time and Attendance Using Time and Attendance-Specific Credentials

1. Using an internet browser, navigate to your Time and Attendance instance using the link provided by your company.
2. Type in yourusername and password to the **Username** and **Password** fields.
	1. The username and password format will be provided by your Time and Attendance administrator.
	2. Usernames ARE NOT case sensitive. Passwords ARE case sensitive.
3. Click the **Login** button.



*If this is the first time logging in, a* ***Password Change*** *pop-up window will open. The user must type their username, current password, new password, and confirm the new password in the applicable fields. Once the fields are completed and the* ***Change Password*** *button is clicked, the user will be taken back to the homepage to repeat steps 2 and 3 to complete the login process.*

# Logging in to Time and Attendance Using Insperity Service Center Single Sign-On

1. Using an internet browser, navigate to the Insperity Employee Service Center by typing the following website in to the address bar: <https://sso.insperity.com>
2. Type in yourusername and password to the **Username** and **Password** fields.
	1. Usernames ARE NOT case sensitive. Passwords ARE case sensitive.
	2. If this is your first time logging in to the Insperity Employee Service Center, click the button to **Create Account**.



* 1. If the Username or Password is forgotten, click on the **Forgot your Username or Password?** link located below the **Username** and **Password** fields.
1. Click the **Log In** button.



*The Insperity Employee Service Center homepage opens.*

*The system may be prompt you to confirm your identity. If so, follow the steps provided on-screen.*

1. Click on the **Time and Attendance** button in the middle of the page.



# Logging in to Time and Attendance Using Sage Employee Self Service Single Sign-On

1. Using an internet browser, navigate to Sage Employee Self Service using the link provided by your company.
2. Type in yourusername and password to the **User Name** and **Password** fields.
	1. Usernames ARE NOT case sensitive. Passwords ARE case sensitive.
	2. If this is your first time logging in to Sage Employee Self Service, click the **First-Time User Register Here** link.
	3. If the Password was forgotten, click on the **Forgot Your Password?** link located below the **Username** and **Password** fields.
3. Click the **Logon** button.



*The Sage Employee Self Service homepage loads.*

1. Click on the **Time and Attendance** page.

# Logging in to Time and Attendance Using Windows Authentication

1. Using an internet browser, navigate to your Time and Attendance instance using the link provided by your company.

*An automatic login to Time and Attendance will occur.*

# Logging in to Time and Attendance Using LDAP

1. Using an internet browser, navigate to your Time and Attendance instance using the link provided by your company.
2. Type in theusername and password used to log in to your individual computer to the **Username** and **Password** fields.
	1. Usernames ARE NOT case sensitive. Passwords ARE case sensitive.
3. Click the **Login** button.

