Merritt College Learning Center





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Learning Center Coordinator

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Homebase

Create a Homebase Account

HOMEBASE

Invitation

Each student worker in the Welcome Center will receive an **invitation to join** Homebase. homebase Product Customers Pricing More

Sign In

Get started

Great teams run on Homebase.

Homebase helps small businesses manage their work schedules, time clocks, payroll, HR, and more—so they can focus on their people.





Step #1: Accept the Invitation

- Once you receive your invitation for Homebase, Please click on "Set Your Password."
- Note: Please read the instructions on the email carefully before proceeding to Homebase.

homebase Hello, Your manager has invited you to use Homebase - an app to help manage your work schedule and keep track of your hours. Set your password and sign in with your email address: dennyika5@gmail.com St Your Password Here's your PIN to clock in: 710127

Step #2: Set Your Password

Set your password

should contain one letter, one number, and be at least 8 characters long

Password

Password Confirmation

Set my password

Step #3: Get the Most

Click on "No, Thanks, I'll get it later" to bypass this process.



Teams love Homebase

Get the most out of Homebase with our mobile app



Step #4: Welcome to Homebase

	Welcome back, Denny!	< Jul 25 - Jul 31 >	
Image: State State Image:	GETTING STARTED Download The Homebase App Get The App	Your Week Scheduled Hours: vs 0.00 last week Scheduled Est. Wages: vs \$0.00 last week Actual Hours: vs 0.00 last week	0.00 \$0.00 0.00
Your Schedule	My Schedule Open Shifts	Actual Est. Wages: vs \$0.00 last week	\$0.0
	You don't have any scheduled shifts this week. Update Your Availability	View All Timesheets Upcoming Time Off	
Shift Covers & Trades	Incoming Requests Your Requests	You do not have any upcomin	ng time off.
		Request Time Off	
	You haven't received any shift trades.		

Published Schedule

Charlotte Victorian will publish your schedule on Homebase weekly, and you will also receive an email. Merritt College Learning Center - New schedule published Inbox ×

Charlotte Victorian via Homebase <no-reply@joinhomebase.com> to me •

> homebase Here's what the week looks like: O6/27 - 07/03 | Published by Merritt College Learning Center Monday 06/27 10:00am - 4:00pm (Psych/Embed) Tuesday 06/28 11:00am - 4:00pm (Psych/Embed) Wednesday 06/29 11:00am - 4:00pm (Psych/Embed) Thursday 06/30 11:00am - 4:00pm (Psych/Embed)

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Mon, Jun 27, 1:03 PM



Step #1: Log into

Log in through: <u>https://app.joinhomebas</u> <u>e.com/accounts/sign-in</u>

homebase

Everything you need to manage & pay your hourly team

Simplify and save time with scheduling, time clocks, team communication, full-service payroll, and HR–all in one place.

<u>Learn More</u>

Welcome back.

New to Homebase? Sign Up

Email	
Password	
Remember me	Forgot passwor
Sig	gn In
Or sig	n in with:
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Step #2: Time Clock

Click on "Time Clock," Located on the top left-hand side of the screen.

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Shift Covers & Trades	Incoming Requests Your Request	You do not have any upcoming time off.	
		Request Time Off	
	You haven't received any shift trades.		

Step #3: Launch Web Time Clock

Click on "Launch Web Time Clock" Located on the bottom Right-hand side of the screen.



Step #4: Launch Personal

Click on "Launch Personal."



Step #5: Clock In





Step #1: Time Clock

Click on "Time Clock," Located on the top left-hand side of the screen.

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	You haven't received any shift trades.		

Step #2: Launch Web Time Clock

Click on "Launch Web Time Clock" Located on the bottom Right-hand side of the screen.



Step #3: Launch Personal

Click on "Launch Personal."



Step #4: Clock Out









Peralta.edu

Go to Peralta.edu



Faculty & Staff

Go to the Tab "Faculty & Staff"



Human Capital Management

Click on "Human Capital Management"



Retrieve your login information

To retrieve your login information, send an email to <u>pssupport@peralta.edu</u>. Be sure to include your name and student ID number.



Employee Self Service

- 1. <u>Video Tutorial</u>
- 2. <u>How to log in and navigate the Human Capital Management</u> (HCM) System
- **3.** <u>Guide for Time Entry & Submission Student Workers</u>

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Last Pay Date 07/14/2022							

Time

Click on "Time"



Enter Time

Click on "Enter Time"

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Learning Center Coordinator

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