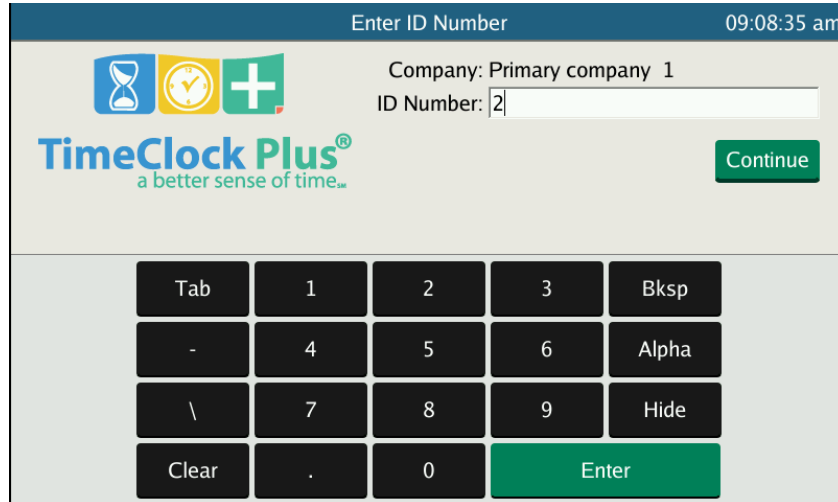


Using the Time Clock



Clock In or Clock Out for work day

1. Input employee ID number in the **ID/Badge Number** field and press **Continue**
2. Input PIN number (user PIN number is the last four digits of SSN) and press **Continue**
3. Press **CLOCK IN** or **CLOCK OUT**
 - a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
4. A confirmation screen appears – press **Continue** to complete function, or **Cancel** to discard it
 - a. Users with multiple jobs must select the appropriate job and press **Continue**
5. The confirmation message **Clock operation successful** appears – press **Ok**

Leave for break (unpaid lunch ONLY)

1. Input employee ID number in the **ID/Badge Number** field and press **Continue**
2. Input PIN number (user PIN number is the last four digits of SSN) and press **Continue**
3. Press **LEAVE FOR BREAK**
 - a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
4. A confirmation screen stating **Confirmation (Break)** appears – press **Continue** to complete function, or **Cancel** to discard it
5. The confirmation message **Clock operation successful** appears – press **Ok**

Return from break (unpaid lunch ONLY)

1. Input employee ID number in the **ID/Badge Number** field and press **Continue**
2. Input PIN number (user PIN number is the last four digits of SSN) and press **Continue**
3. Press **RETURN FROM BREAK**
 - a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
4. A confirmation screen stating **Confirmation (Clock In) Returning from a _ minute break** appears (_ will be replaced with the time clocked out for break) – click **Continue** to complete function, or **Cancel** to discard it
5. The confirmation message **Clock operation successful** appears – press **Ok**

Change jobs (employees with multiple jobs ONLY)

1. Input employee ID number in the **ID/Badge Number** field and press **Continue**
2. Input PIN number (user PIN number is the last four digits of SSN) and press **Continue**
3. Press **Change Jobs**
4. Select a job to clock into (the currently clocked-in job will not appear) and press **Continue**
5. The confirmation message **Clock operation successful** appears – press **Ok**