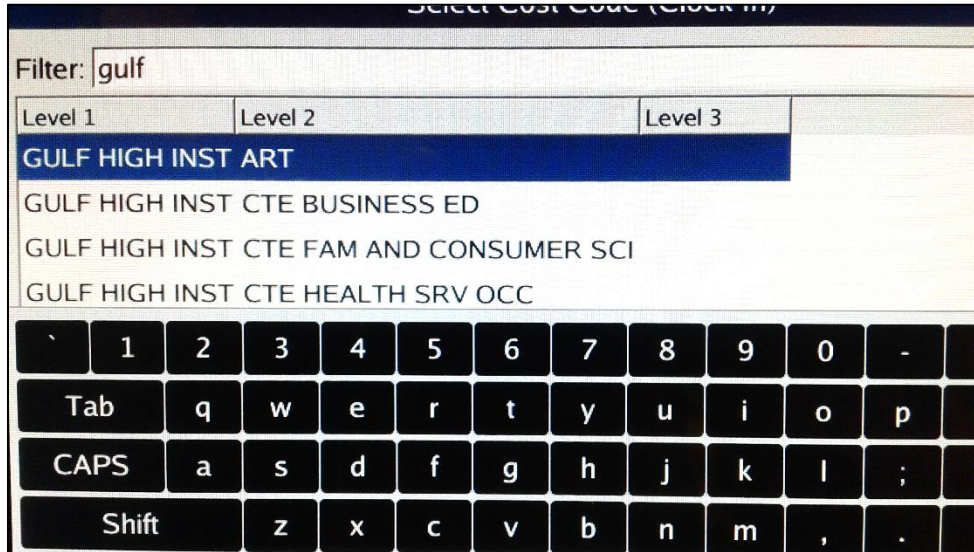


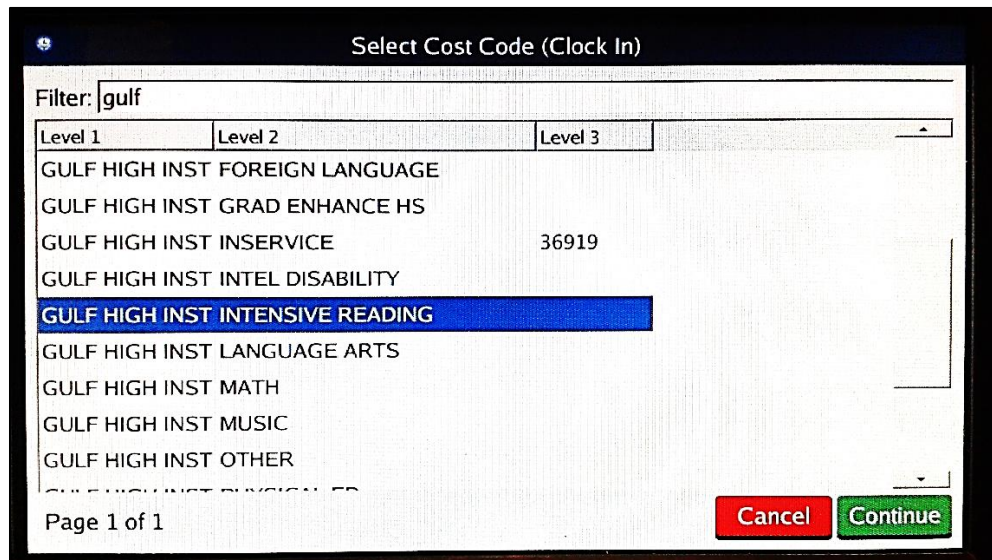
Using the Time Clock

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 list of all available schools appears – press in the **Filter** section to begin inputting the school name



- a. Input part of the school name to narrow down the search field (e.g. 'gulf tr' for Gulf Trace Elementary, 'pasco m' for Pasco Middle, etc.



- b. Select the school and position that matches the assigned job – e.g. GULF HIGH INST INTENSIVE READING
 - i. Use the scroll bar on the right to search for more results if the desired position is not visible
 - c. Press **Continue**
5. The confirmation message **Clock operation successful** appears