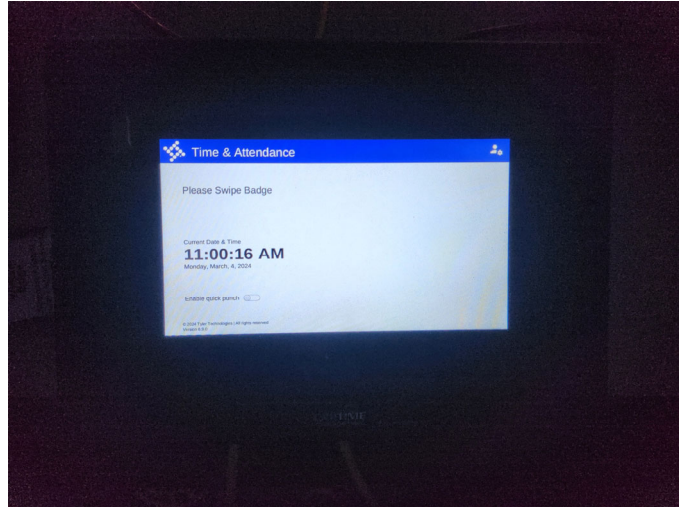


GUIDE TO CLOCKING IN AND OUT ON THE TIMECLOCK

You will need to use your BADGE to Clock In & Out on the Timeclock

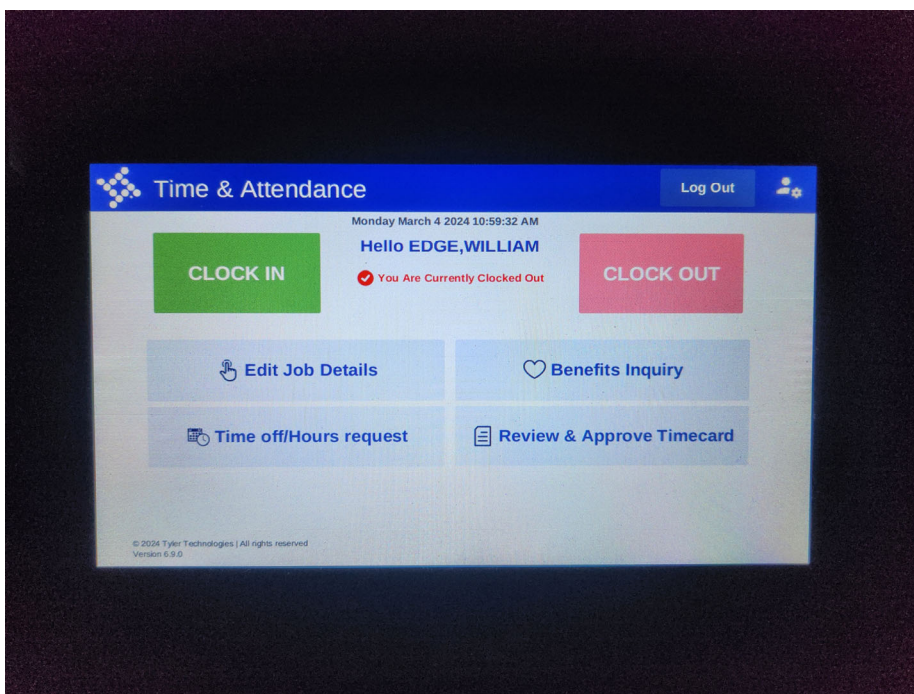


You will tap your badge on the top of the timeclock over top the



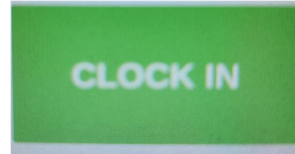
symbol.

Once you tap your badge your name and information will appear on the screen

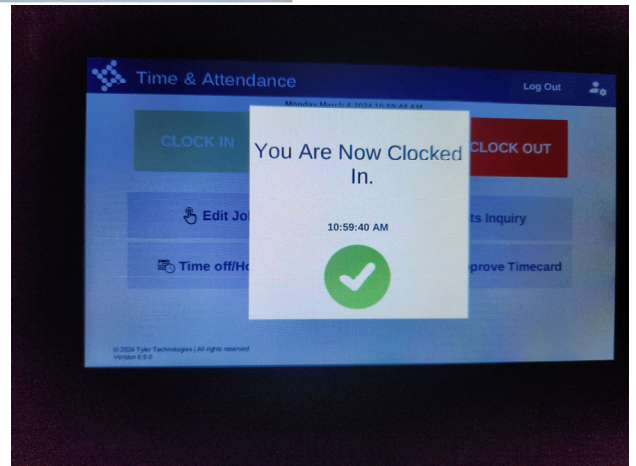


GUIDE TO CLOCKING IN AND OUT ON THE TIMECLOCK

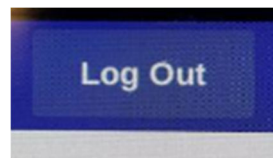
To **CLOCK IN** click the **GREEN CLOCK IN BUTTON**



Once **CLOCKED IN** the following screen will appear



AFTER Click **Log OUT** in the upper right hand corner



To **CLOCK OUT**; you will need tap your badge on top of the

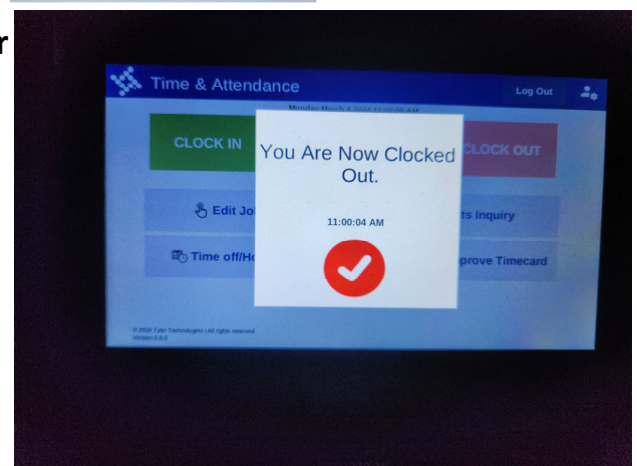


symbol.

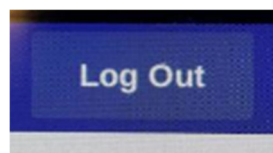
To **CLOCK OUT** click the **RED CLOCK OUT BUTTON**



Once **CLOCKED OUT** the following screen will appear

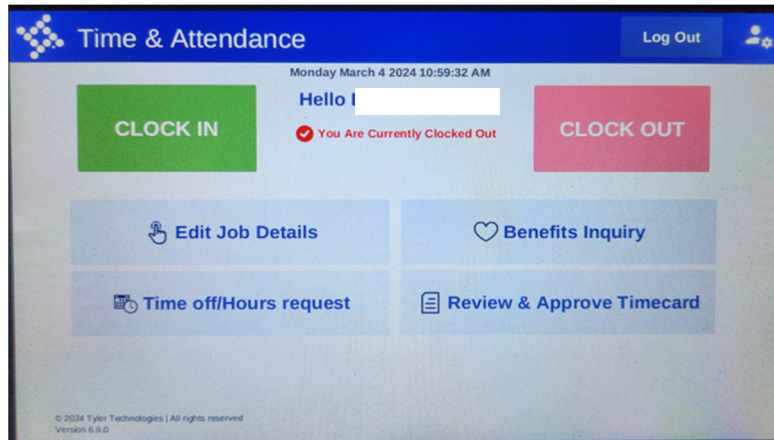


AFTER Click **Log OUT** in the upper right hand corner



GUIDE TO CLOCKING IN AND OUT ON THE TIMECLOCK

Other buttons on the front of the timeclock—we DO NOT recommend you use these buttons on the Timeclock, other than Review & Approve Timecard, so that others needing to clock in and out can do so, but rather log into a computer, ipad or phone.



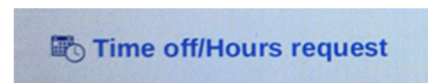
Description of other buttons:



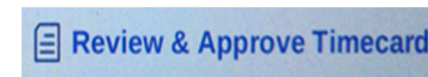
Edit Job Details—job position and job costing



Benefits Inquiry – Leave balance information



Time off/Hours Request – Request Leave



Review & Approve Timecard – review & approve time-card, and submits the timecard to the supervisor.