



TimeClock

Clock In on Machine

1. To Clock In, press the green **Clock In** button.
2. Enter your five-digit ID number on the numeric keypad.
3. It will prompt you to verify; click **Yes/Enter** if your name appears.
4. If you have multiple job codes, it will then prompt you to make sure the correct job code is appearing. To scroll between job codes press the .(period) button to change it to a different job code. (This is only applicable to those working for two or more departments.)
5. Confirm by pressing **Yes/Enter**.
6. The screen should then say “clock-in successful” with your name.



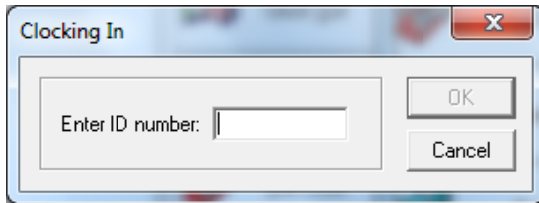
Clock Out on Machine

1. To Clock Out, press the red **Clock Out** button.
2. Enter your five-digit ID number.
3. Verify by clicking **Yes/Enter** if your name appears.
4. The screen should then say “clock-out successful” with your name.

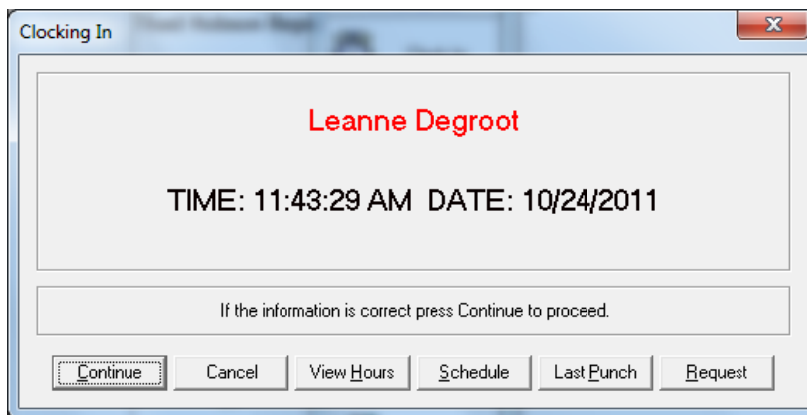


Clock In on Computer

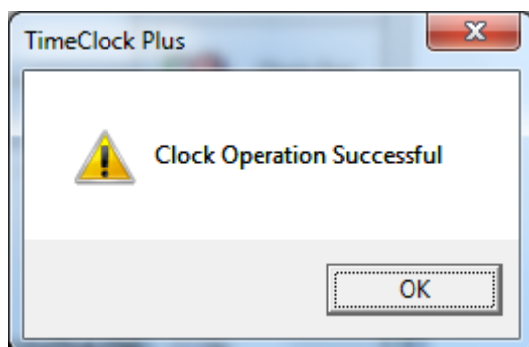
1. To clock in, click the ***Clock In*** button.
2. Enter your five-digit ID number and click ***OK***



3. It will then display your name with the time and date of the clock-in. If this information is correct, click ***Continue***. If the information is not correct, click ***Cancel*** and try again.

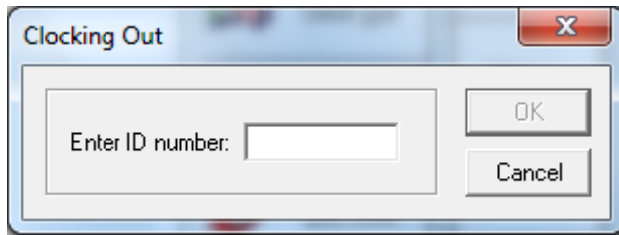


4. A screen will pop up to say ***Clock Operation Successful***; click ***OK***. You are then set to begin work. If this screen does not pop up, try clocking in again.

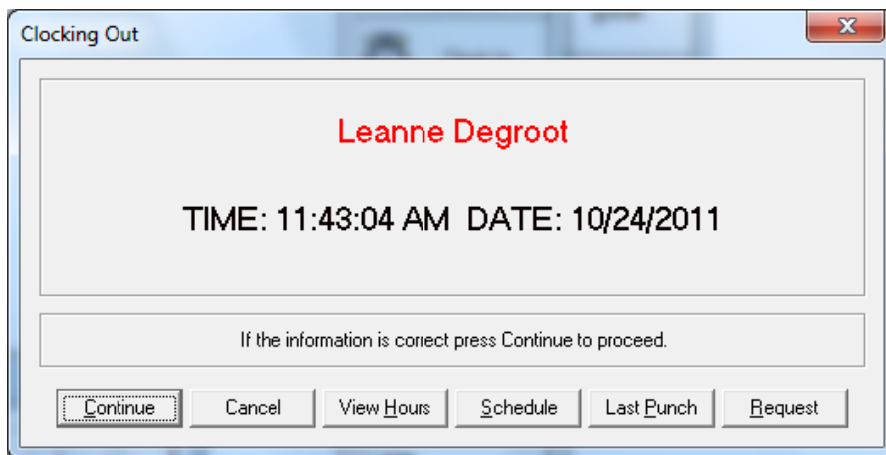


Clock Out on Computer

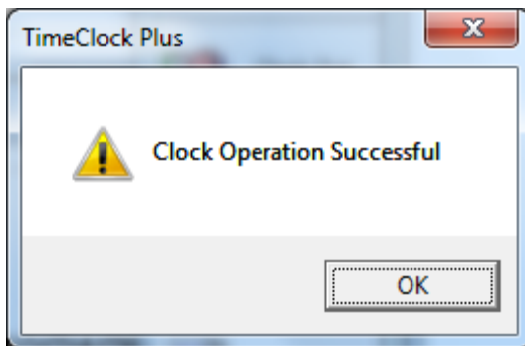
1. To Clock Out, click the **Clock Out** button.
2. Enter your five-digit ID number and click **OK**



3. It will then display your name with the time and date of the clock-out. If this information is correct, click **Continue**. If the information is not correct, click **Cancel** and try again.

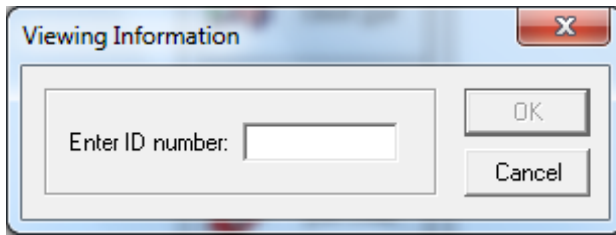


4. A screen will pop up to say **Clock Operation Successful**, hit **OK**. If this screen does not pop up, try clocking out again.



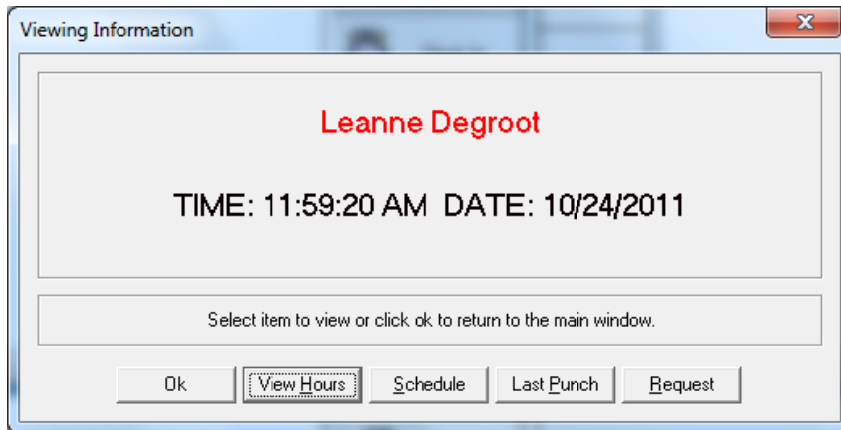
Viewing Hours

1. To double check your clock-in or out times, click **View**.
2. It will prompt you to enter your five-digit ID number. Click **OK** to enter.



A dialog box titled "Viewing Information" with a close button (X) in the top right corner. It contains a text input field labeled "Enter ID number:" and two buttons: "OK" and "Cancel".

3. Then click **View Hours**. (If you have a habit of hitting the **Enter** key on the keyboard, be warned that it will not take you into the viewing page; instead it will just close the pop up.)

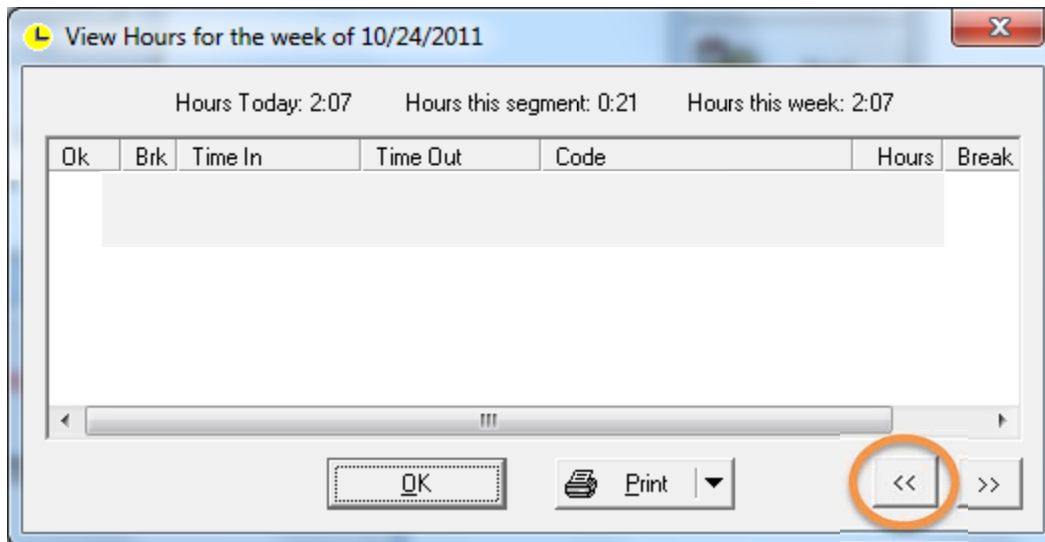


The "Viewing Information" dialog box is shown again, but now it displays the name "Leanne Degroot" in red text. Below the name, it shows "TIME: 11:59:20 AM DATE: 10/24/2011". At the bottom, there is a prompt "Select item to view or click ok to return to the main window." and five buttons: "Ok", "View Hours", "Schedule", "Last Punch", and "Request".



A vertical menu with a title bar showing "11:39:36 AM". The menu items are: "Clock In" (with a clock icon), "Clock Out" (with a clock icon and a hand), "Break" (with a burger and fries icon), "Job Code" (with a red tag icon), "View" (with a magnifying glass icon), and "Exit" (with a door icon). A green arrow points from the "View Hours" button in the previous dialog box to the "View" option in this menu.

4. This will bring up a screen that lists your hours for the week. If you wish to view previous weeks, click on the back arrow button in the lower right hand corner. When you are done, click **OK** and then **OK** again to close it out.



A window titled "View Hours for the week of 10/24/2011" with a close button (X) in the top right corner. It displays summary statistics: "Hours Today: 2:07", "Hours this segment: 0:21", and "Hours this week: 2:07". Below this is a table with columns: "Ok", "Brk", "Time In", "Time Out", "Code", "Hours", and "Break". The table is currently empty. At the bottom, there are buttons for "OK", "Print", and navigation arrows "<<" and ">>". The "<<" button is circled in orange.