

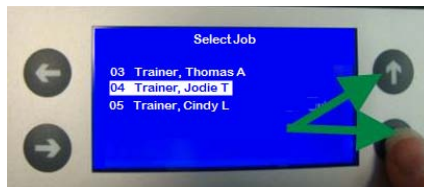


Recording Your Time Worked via Time Clock

1. Choose to Start or Stop work by selecting a button.
 - a. Press the **green IN** button () when beginning a work shift or returning from lunch, a meal break, or an approved leave (to swipe IN).
 - b. OR, press the **red OUT** button () when ending a work shift or leaving for lunch, a meal break, or an approved leave (to swipe OUT).



2. Swipe your badge (employee or student ID card) with the barcode face down. You can swipe from right to left or from left to right.
3. If you have only **one assignment**, the Time Clock will display SWIPE ACCEPTED (showing your assignment number and supervisor name). You have completed recording your time.
 - a. If you have **more than one assignment**, choose the assignment (by number and supervisor name) using the up and down arrows.



- b. After selecting the appropriate assignment, press the checkmark button.



- c. The Time Clock will display SWIPE ACCEPTED (showing your assignment number and supervisor name). You have completed recording your time.

- **Only some employees will have multiple assignments...most employees have one assignment.**



If you think you have recorded hours to the wrong assignment or at the wrong time, view your Timecard to check for the mistake, and then speak to your supervisor to have it corrected.