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TIME CLOCK



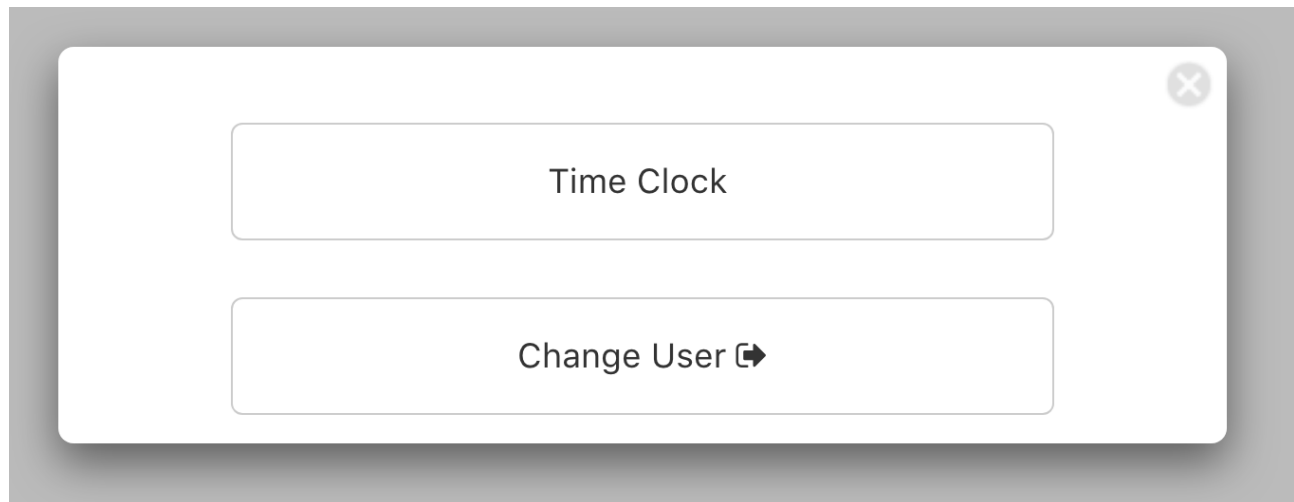
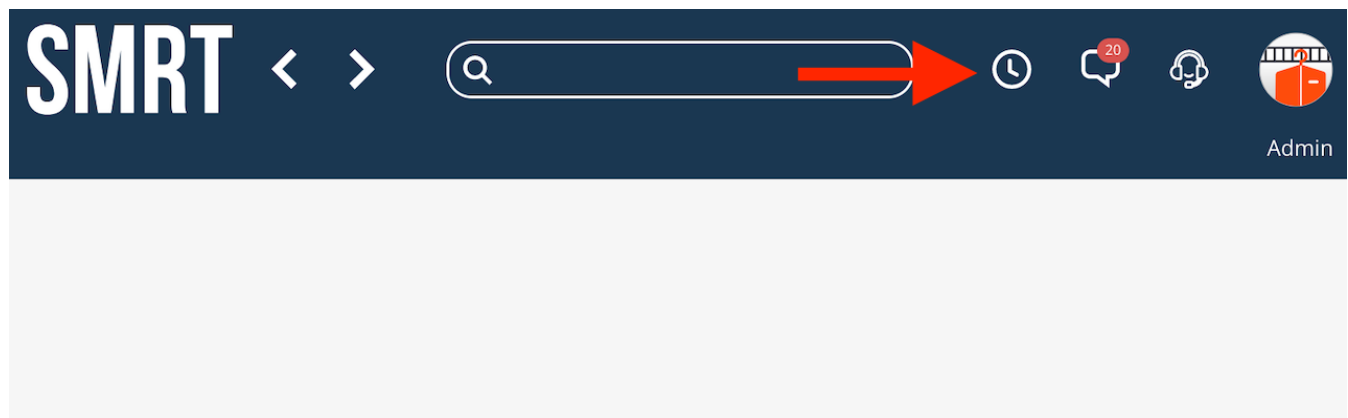
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PROCEDURES FOR CLOCKING IN/OUT

1. Regardless of who is logged into the station, click the timeclock icon in the top bar or scan your badge and click on Time Clock when prompted.



2. Click the green Clock In button to clock in.

Adam Lyrén

Clock In

In	Out	Task	Time
		Paid	0:00:00
		Unpaid	0:00:00
+ 6/29/2019			
+ 6/28/2019			
+ 6/27/2019			
+ 6/26/2019			
This Week	Regular: 40:00	Overtime: 2:00	Total: 42:00
Last Week	Total: 0:00		

Once clocked in you can close the on-screen time sheet. The user currently logged into the station can continue working.

When ready to clock out, repeat step 1 then, click the red Clock Out button.

Adam Lyrén

Clock Out

In	Out	Task	Time
9:33am	12:00pm	Default	2:27:00
12:30pm	-	Default	5:24:54
		Paid	7:51:54
		Unpaid	0:00:00

+ 7/19/2019

+ 7/18/2019

+ 7/17/2019

This WeekRegular: 23:55Overtime: 1:00Total: 24:55

View history

To review past time sheets, click the View History button at the bottom of the on-screen time sheet.

You can navigate through the weeks with the arrows underneath your name.

Adam Lyrén

< July 17, 2019 - July 23, 2019 >

– 7/22/2019

In	Out	Task	Time
9:33am	12:00pm	Default	2:27:00
12:30pm	5:48pm	Default	5:18:12
		Paid	7:45:12
		Unpaid	0:00:00

+ 7/19/2019

+ 7/18/2019

+ 7/17/2019

Regular: 23:55 Overtime: 1:00 Total: 24:55

Exit history



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