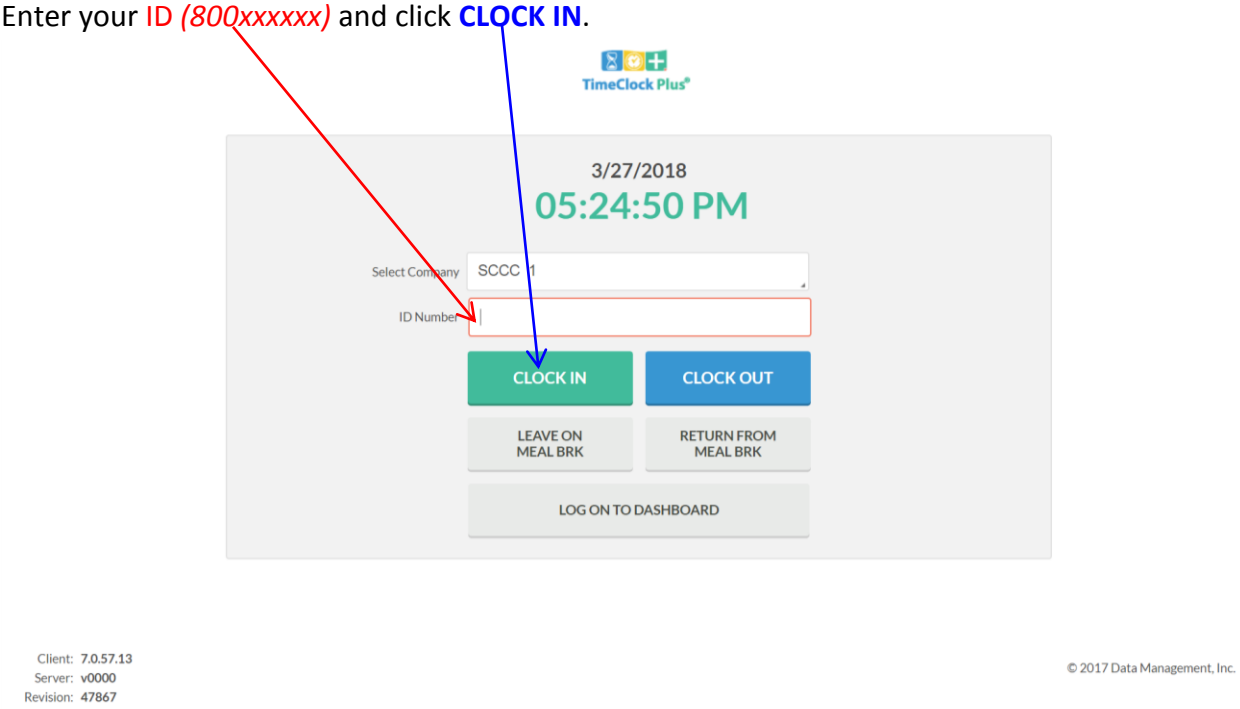
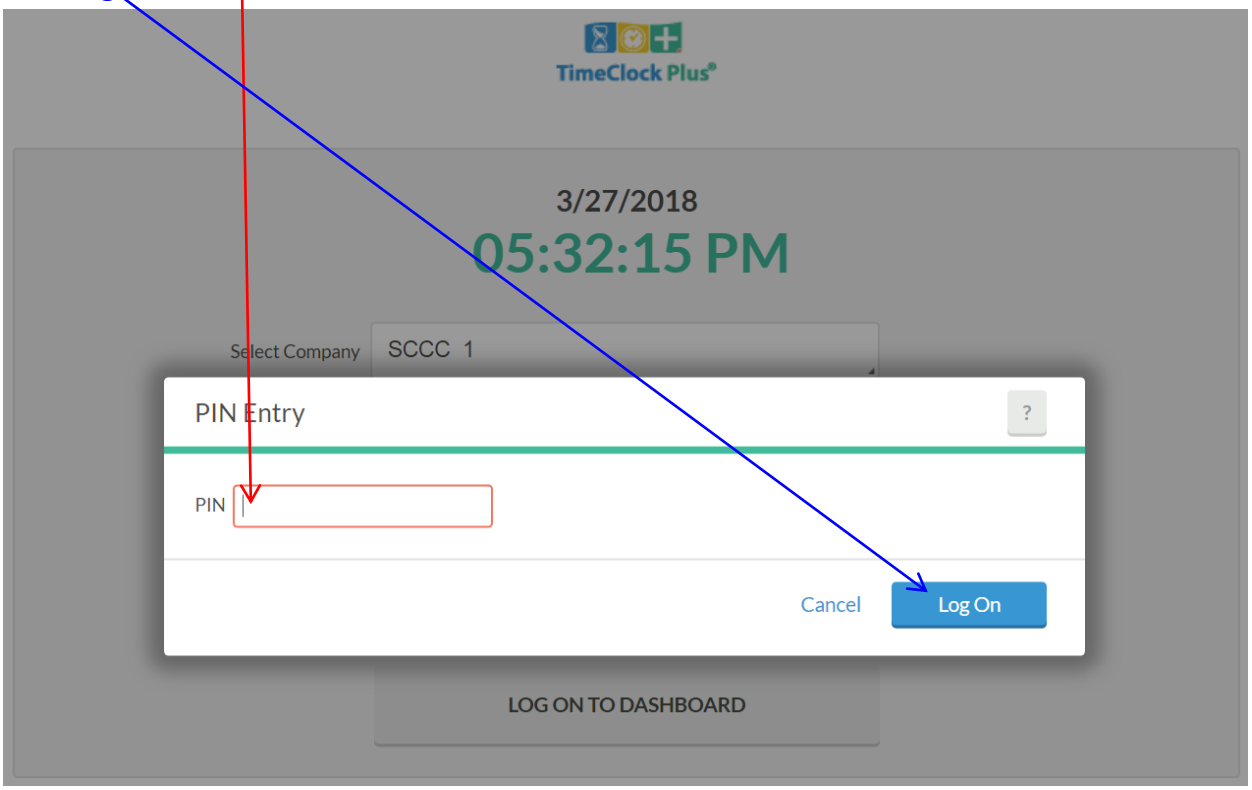
Clocking In and Out on the WebClock v7

Go to a kiosk or www.sccc.edu, Faculty & Staff, Time Clock, to access the WebClock.

Enter your ID *(800xxxxxx)* and click **CLOCK IN**.

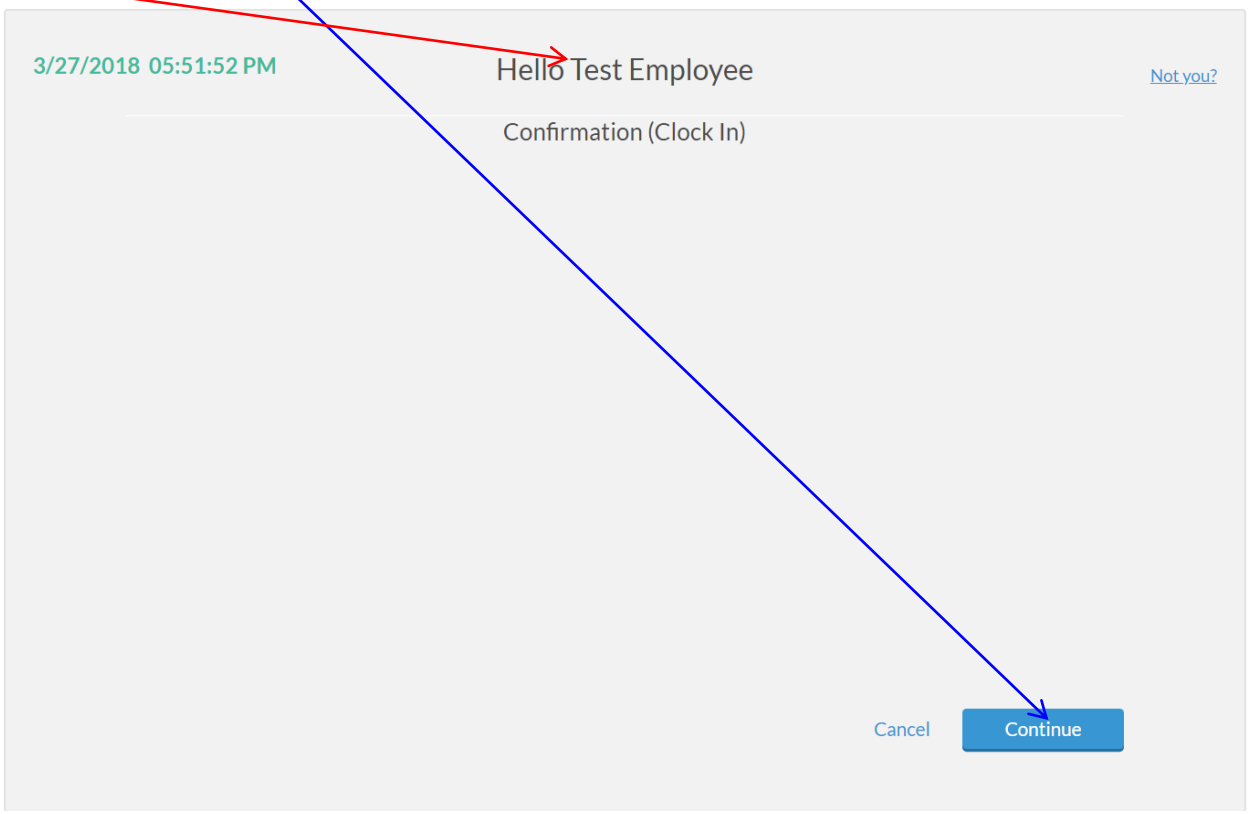


Enter your PIN *(5xxxx)*, which is "5" followed by the last 4 digits of your Social Security Number.
Click **Log On**.

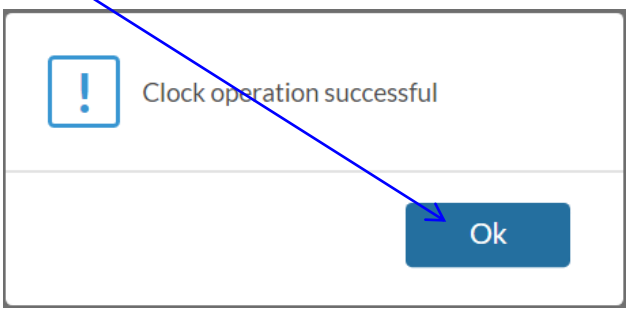


Clocking In and Out on the WebClock v7

If this is you, click **Continue**.

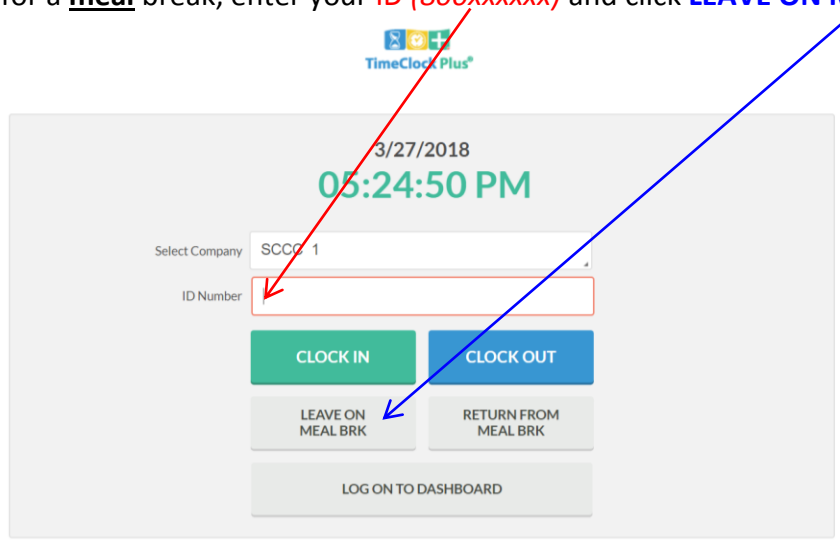


Click **OK**.



Clocking In and Out on the WebClock v7

When you leave for a **meal** break, enter your ID *(800xxxxxx)* and click **LEAVE ON MEAL BRK**.



Client: 7.0.57.13
Server: v0000
Revision: 47867

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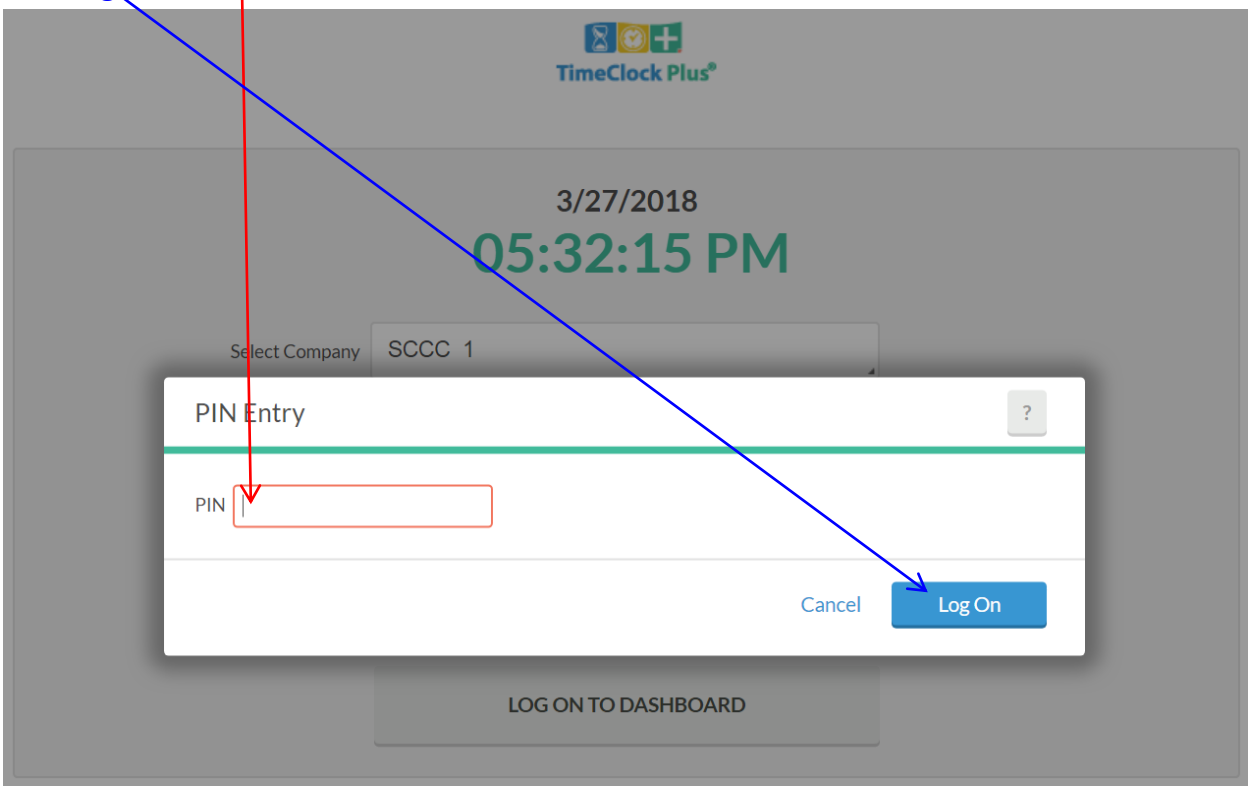
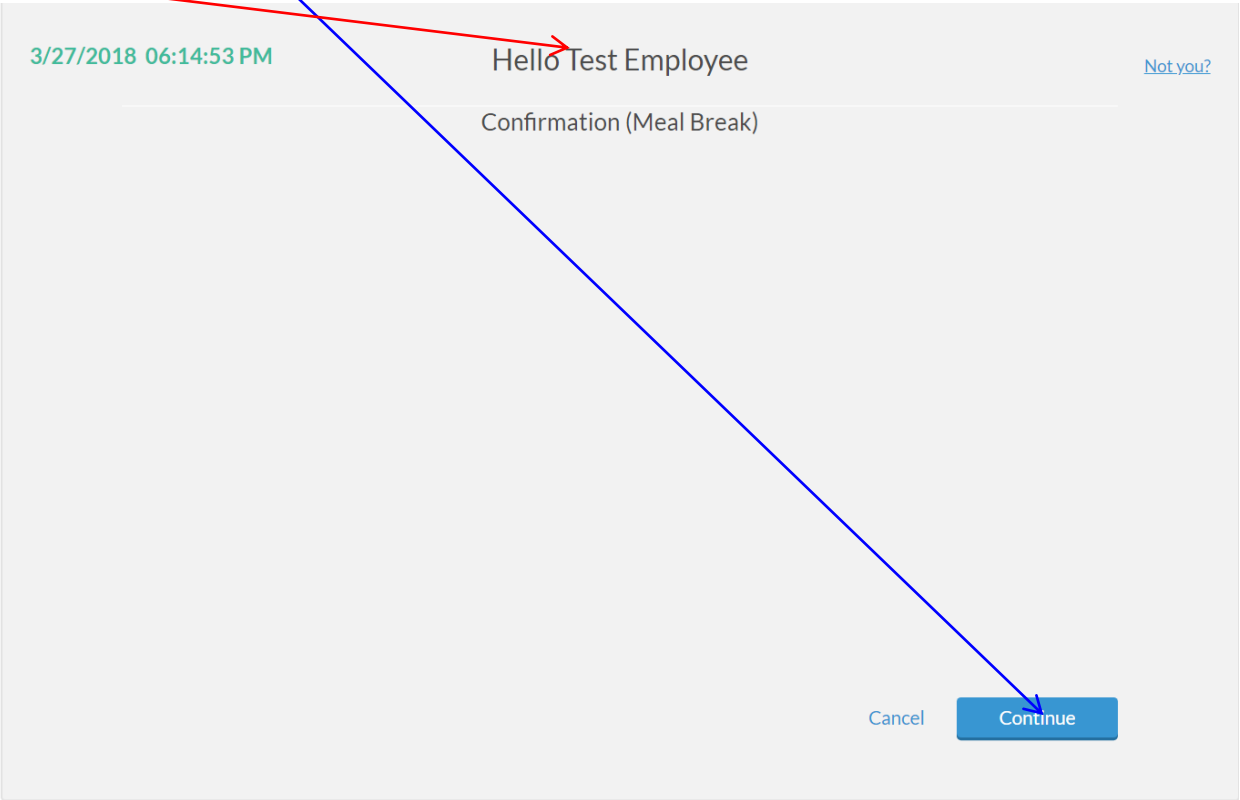
Enter your PIN *(5xxxx)*, which is "5" followed by the last 4 digits of your Social Security Number.
Click **Log On**.

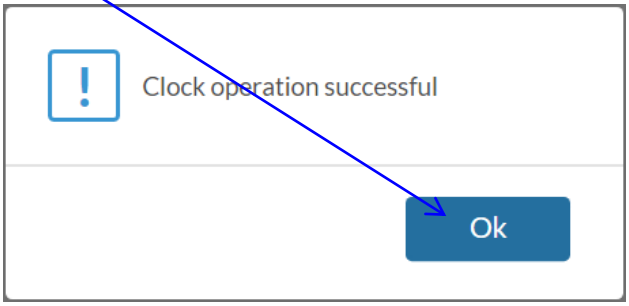


Clocking In and Out on the WebClock v7

If this is you, click **Continue**.

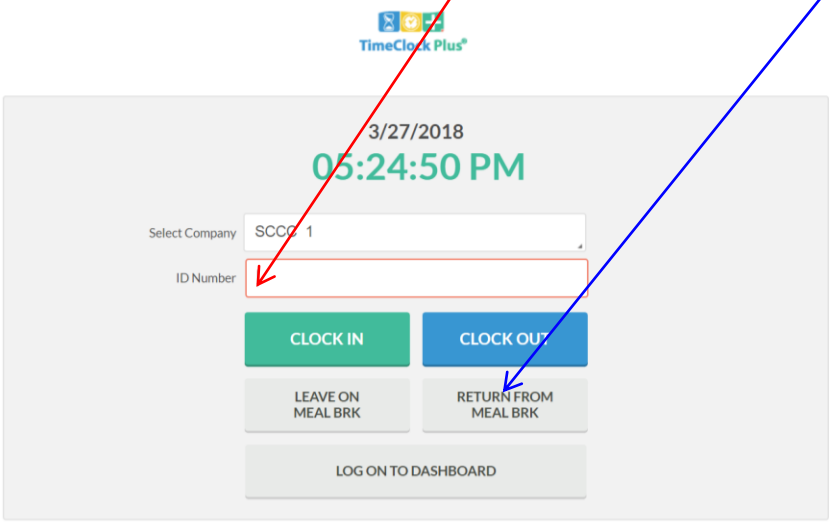


Click **OK**.



Clocking In and Out on the WebClock v7

To return from your meal break, enter your ID *(800xxxxxx)* and click **RETURN FROM MEAL BRK**.



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Server: v0000
Revision: 47867

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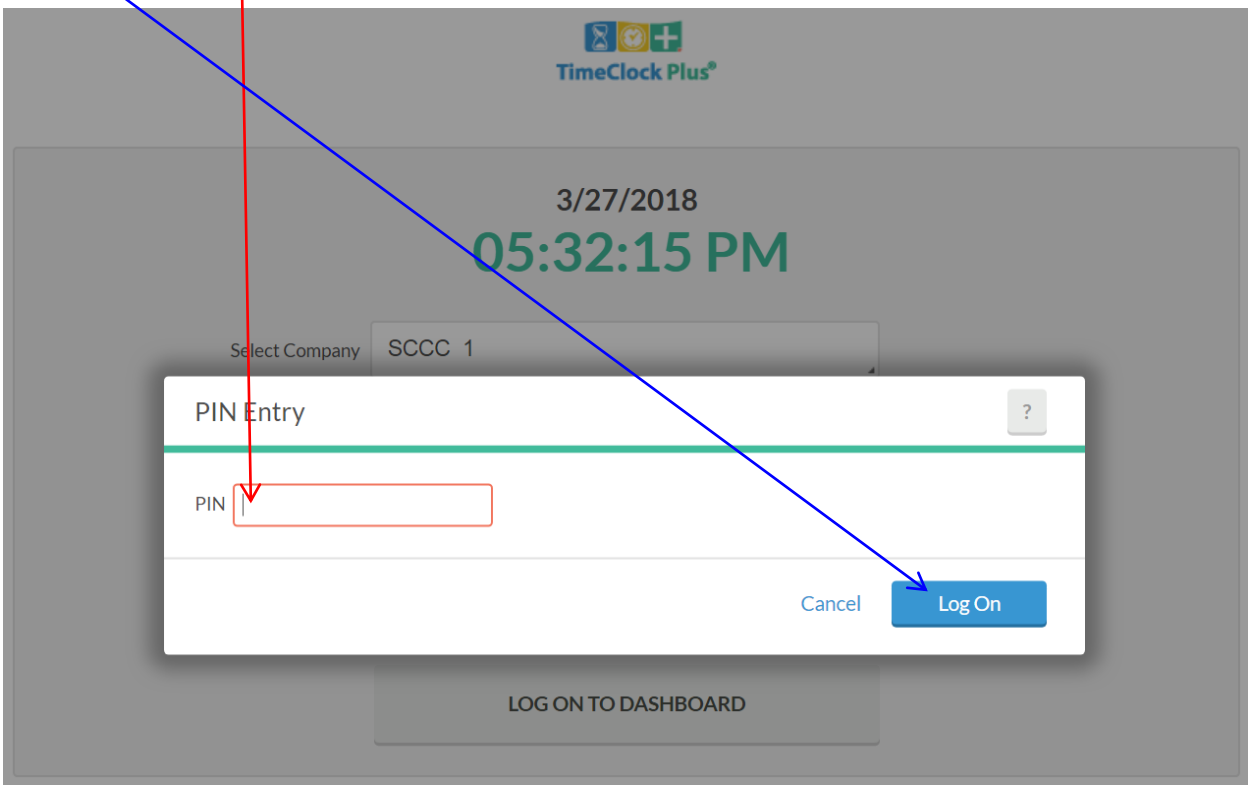
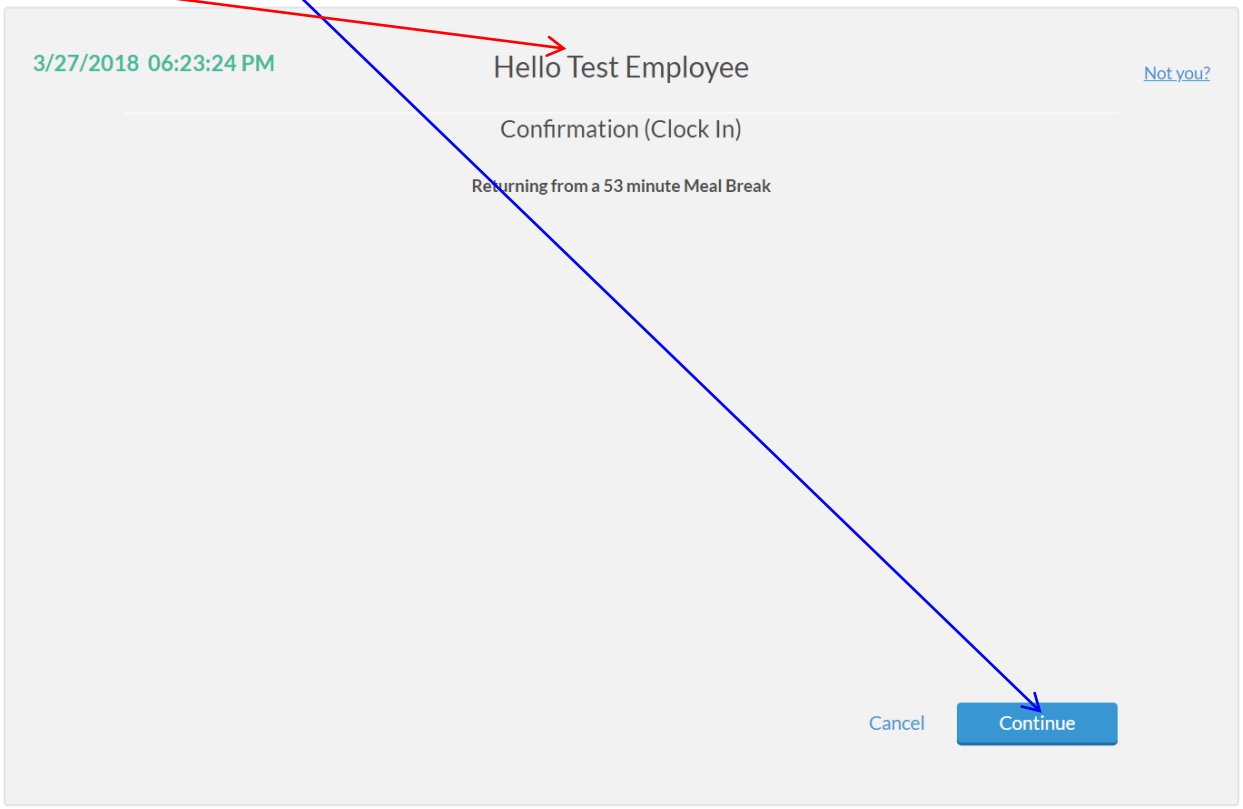
Enter your PIN *(5xxxx)*, which is "5" followed by the last 4 digits of your Social Security Number. Click **Log On**.

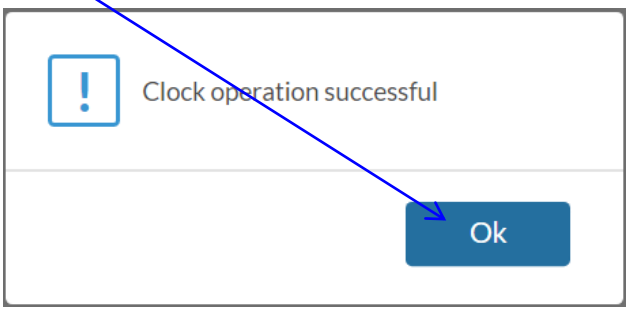


Clocking In and Out on the WebClock v7

If this is you, click **Continue**.

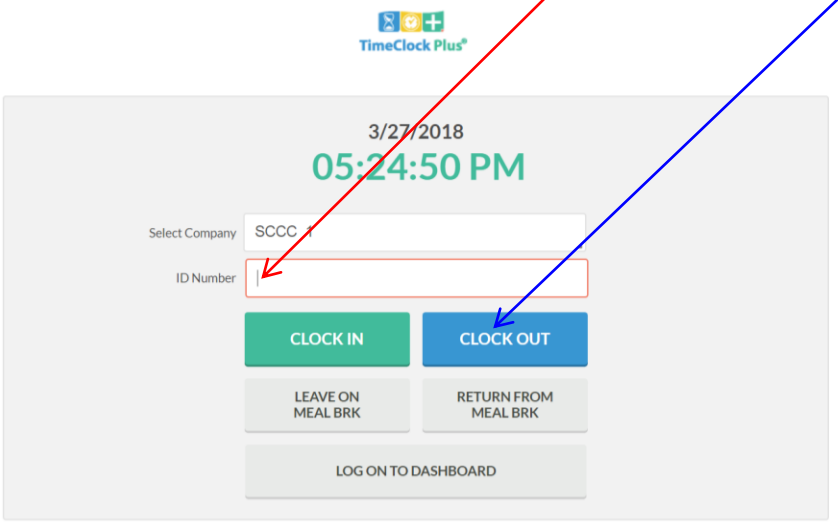


Click **OK**.



Clocking In and Out on the WebClock v7

When you are done working for the day, Enter your ID *(800xxxxxx)* and click **CLOCK OUT**.



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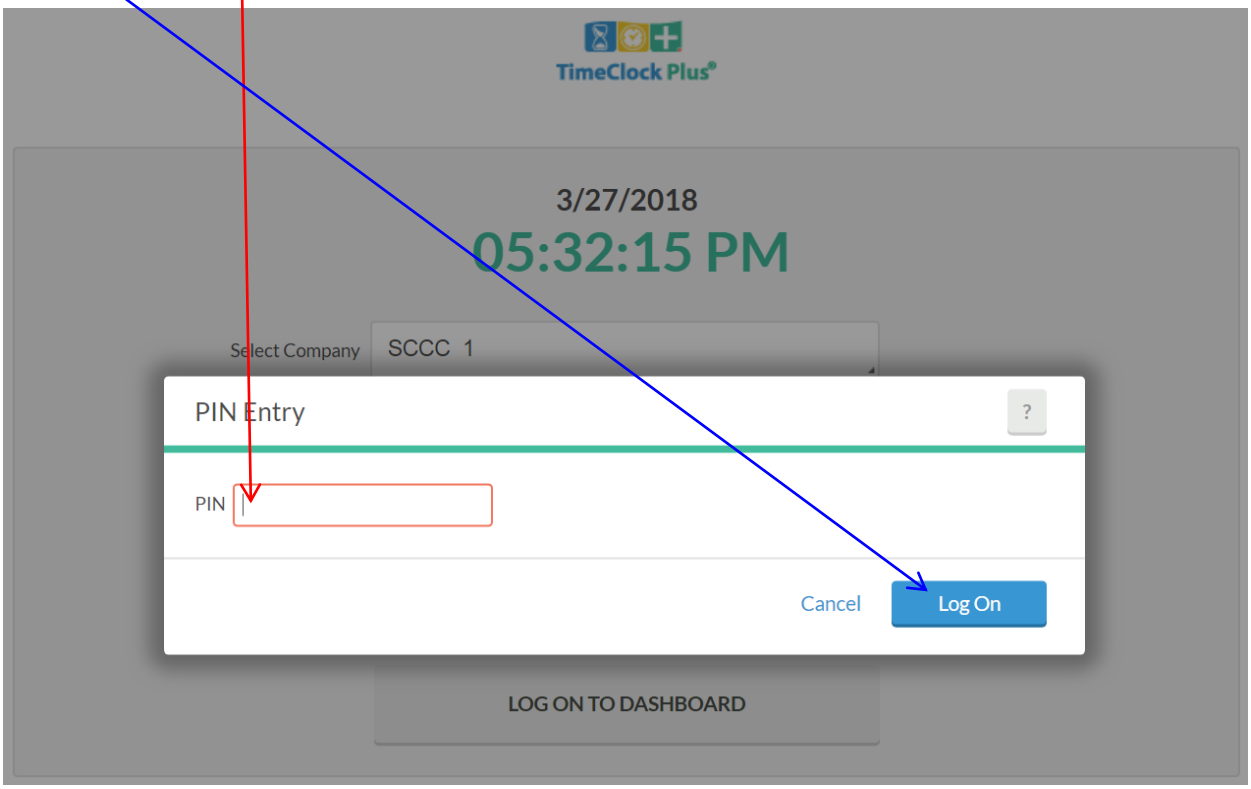
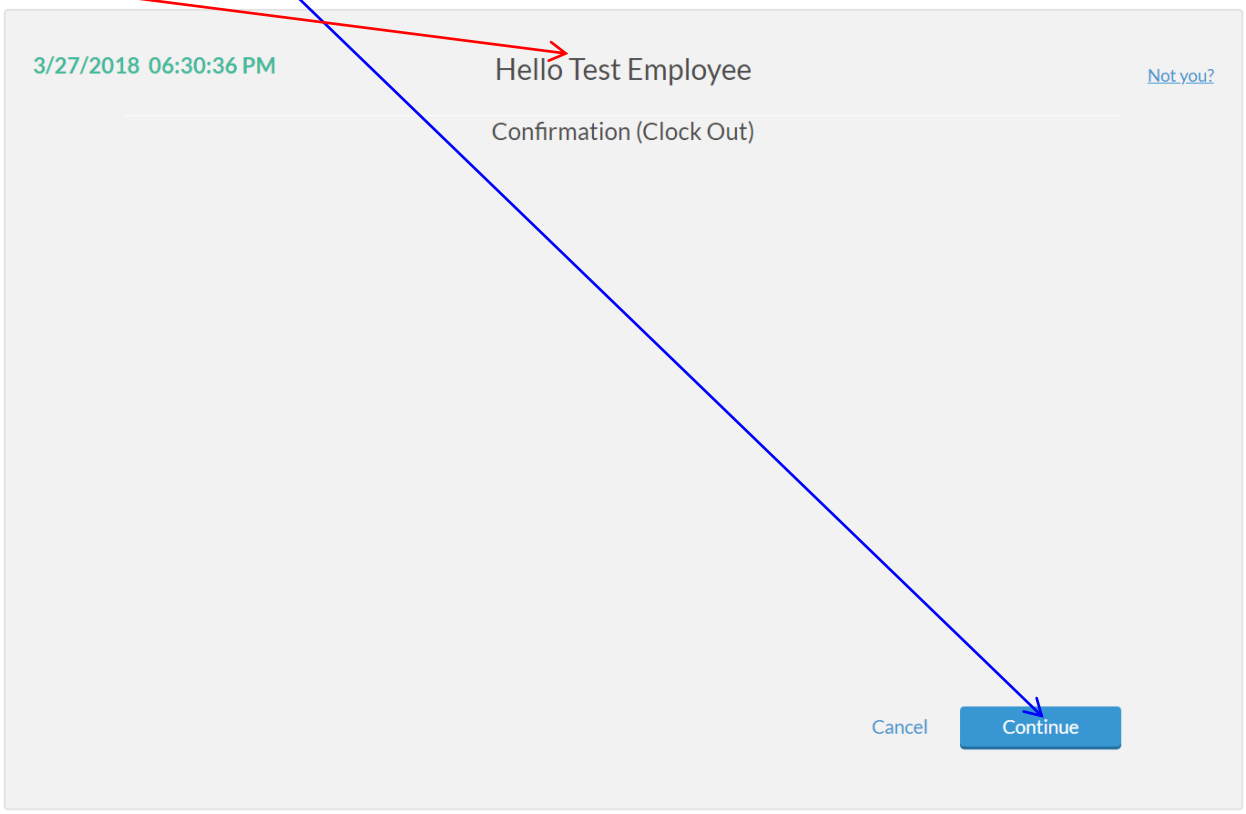
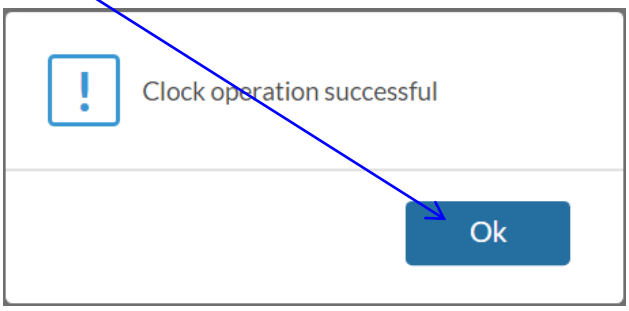
Enter your PIN *(5xxxx)*, which is "5" followed by the last 4 digits of your Social Security Number. Click **Log On**.



Clocking In and Out on the WebClock v7

If this is you, click **Continue**.



Click **OK**.