

## Time Clock – Clock Out At Bar Code Stations

At the Time Clock Login screen enter your Employee ID Number. That's the number below the bar code on your ID badge.

You can enter your number by swiping the bar code on your badge under the reader attached to the screen.

You can type your number by using the keyboard or by touching the numbers on the screen. Don't forget the dash.

On the screen, touch the large green button labeled Clock Out. If the button is red and says Clock In, then you are already clocked out. After you clock out, the screen will return to the 10 key pad.

