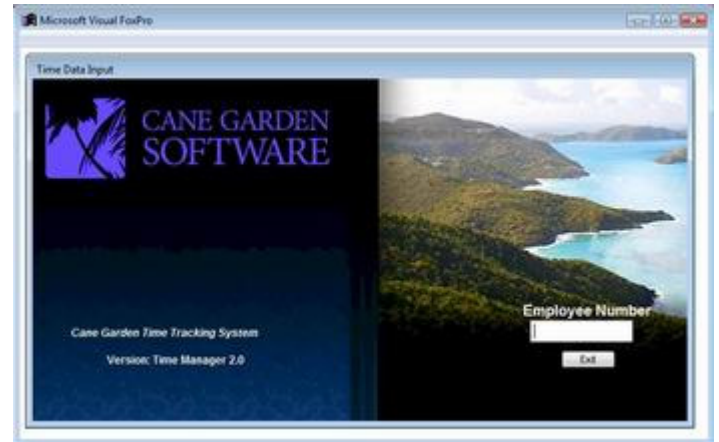


## Time Clock – Clock In

Start the program to clock in. There should be an icon on your computer that looks like the one on the right. Double click on it.



The Time Clock Login screen will appear. Click on the white bar between ENTER and CLEAR. Type your employee number and press the ENTER key.



Click the large red button labeled Clock In. If the button is green and says Clock Out, then you are already clocked in. After you clock in, the program will go back to the Login screen.

Click Exit to close the Time Clock program.

