

Time Clock – Clock Out

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

Click Exit to close the Time Clock program.

