Time Clock Employee Experience

Utilizing a Time Clock

1. This is what an employee will see when approaching a time clock.
2. The employee should enter their credentials into the time clock (swipe your badge, hold your RFID technology up to the scanner, etc.)

![Time Clock Screen](image1.png)

3. When starting a shift for the day an employee will see the **Clock In** and **Quit** function.
   a. The **Clock In** option will clock an employee in for the day.
   b. The **Quit** option will take the employee back to the time clock home screen.

![Time Clock Screen](image2.png)
4. When the employee is ready to perform another action on the time clock after a successful Clock In the employee will see the following options:
   a. **Clock Out** will clock an employee out for the day.
   b. **Meal** will clock an employee out for a meal break.
   c. **Quit** will take the employee back to the home screen of the time clock.

5. From the screenshot above if the employee chooses **Meal**, when the employee returns from a meal, the employee will see the option (see screenshot below) to **Clock In** which will resume the employee’s worked hours or **Quit** which will take the employee back to the home screen.
6. When the employee is ready to clock out for the day these are the options the employee will see and the employee should select **Clock Out** to end time working for the day.

**FAQS**

1. A Meal punch out is not considered a Clock Out punch for the day.
2. It is important to remember that the non-benefited casual labor student assistants would be required to only Clock In and Clock Out.