

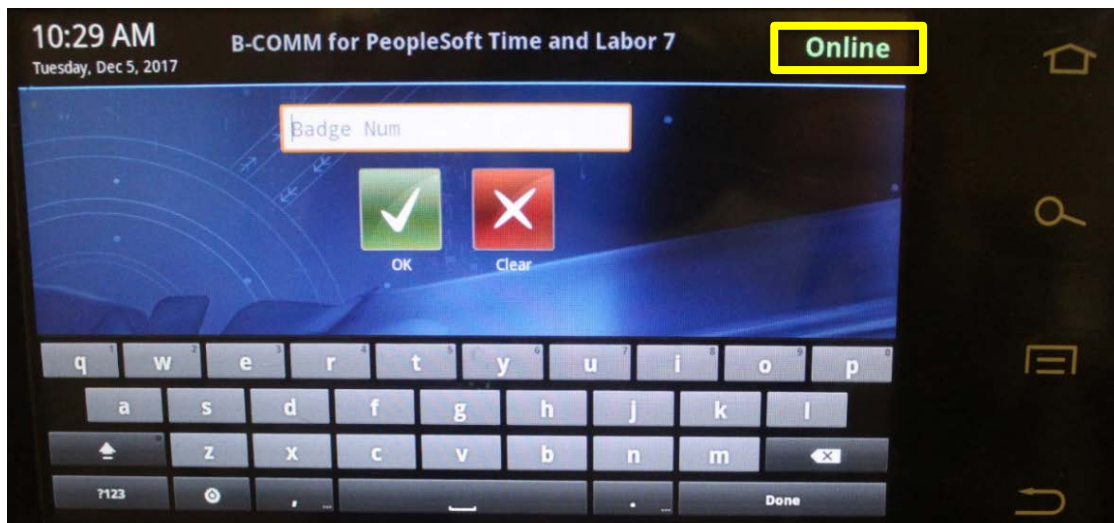
## Time Clock Employee Experience

### Utilizing a Time Clock

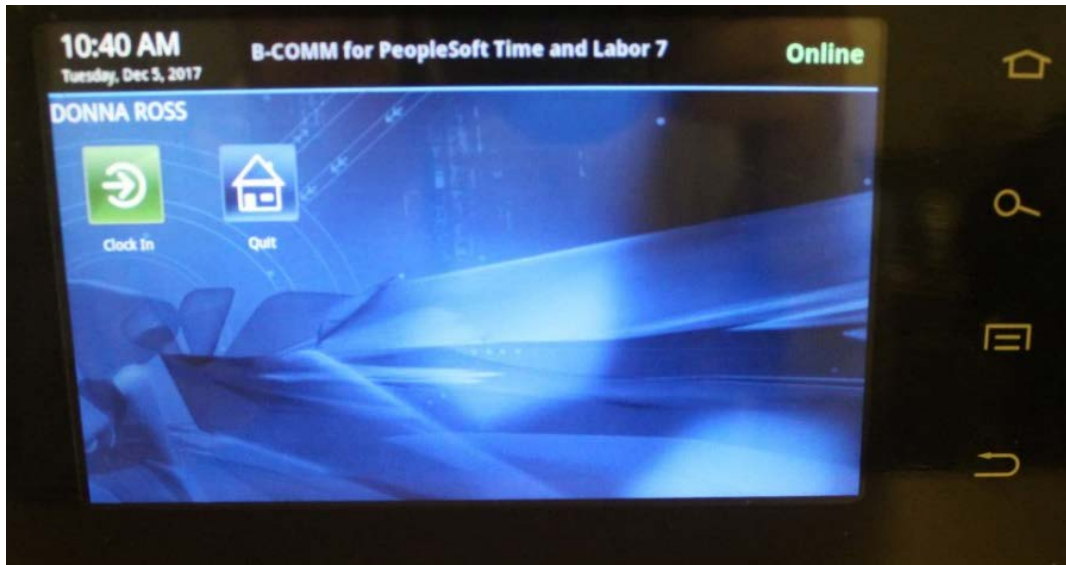
#### Button Matrix

- **Clock In** - Clocks an employee In for the day.
- **Meal** - clocks an employee out for a meal break.
- **In** - returns an employee from a meal break.
- **Clock Out** - clocks an employee out for the day.
- **Quit** - takes the employee back to the Time Clock Home screen and no action is performed.

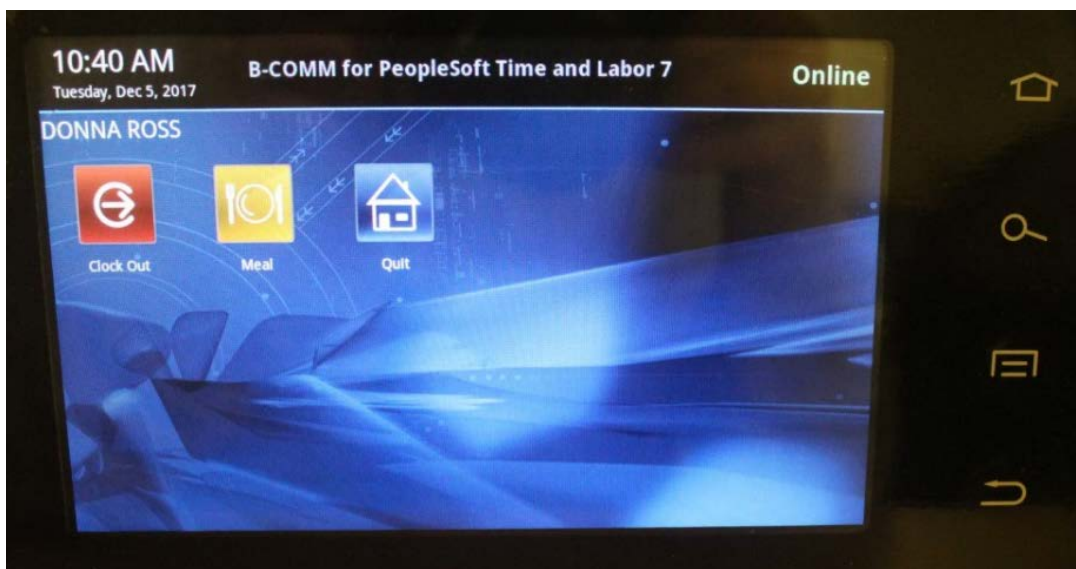
1. The Home Screen below is what an employee will see when approaching a time clock before Clocking In or Out.
  - a. From this screen, employee should enter their credentials into the time clock. (Swipe their badge, hold their RFID technology up to the scanner, place their finger on the fingerprint reader, etc.)
  - b. Click **OK**. Click **Clear** to start over.



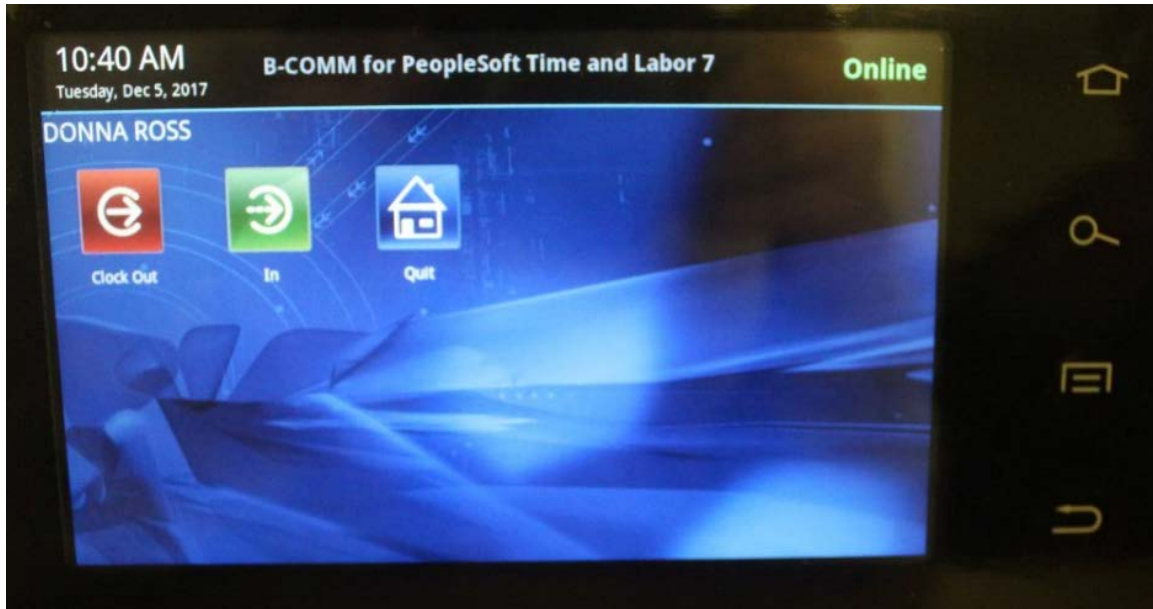
2. After entering their credentials, when ready to start a shift for the day an employee will see the **Clock In** and **Quit** function.



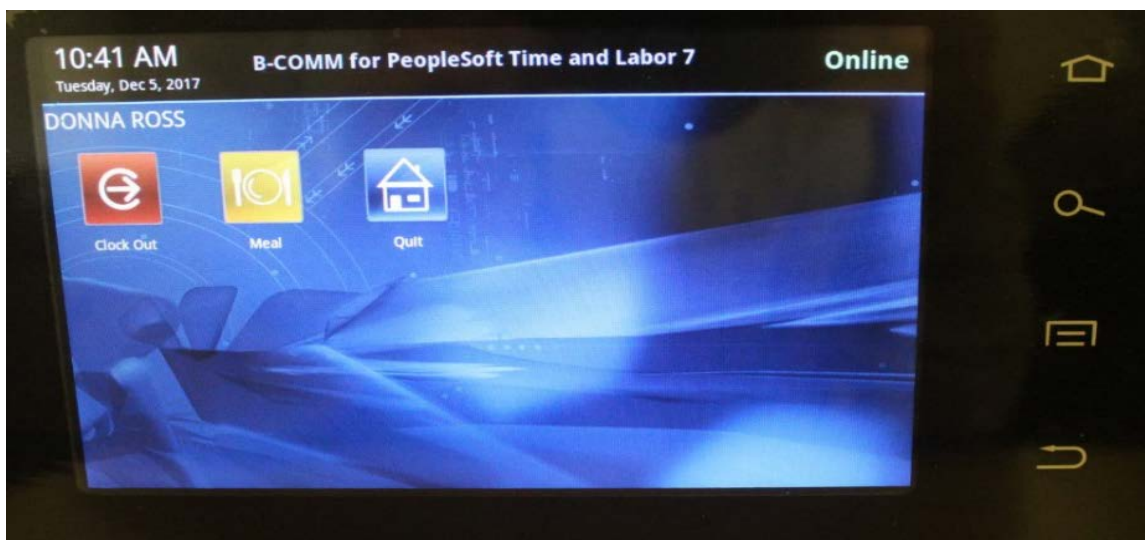
3. When the employee is ready to **Clock Out** for the day or to Clock Out for a **Meal**, the employee will need to enter their credentials from the home screen and will see the following screen and should select the appropriate button.



- From the screen in Step 3, if the employee chooses **Meal**, when the employee returns from a meal, the employee will see the screen below. Select **In** to resume hours worked or **Quit** to go back to the home screen.



- When the employee is ready to clock out for the day, they will see this screen and should select **Clock Out**.



**NOTE:** If clock indicates **Offline** in the upper right hand corner of the time clock screen, employees can continue to punch and punches will be stored until the time clock returns Online. Please contact the Practitioner at your institution.



## FAQS

- If clock is **Offline** punches will still be accepted and stored until the clock comes back online.
- Employees must enter their credentials before Clocking In or Out.
- A **Meal** punch out is not considered a Clock Out punch for the day.
- It is important to remember Non-Benefited casual labor student assistants are required to only punch In and Out – Meal punches are not required.
- Remember to make your selection for Clocking In or Out before selecting Quit.

