

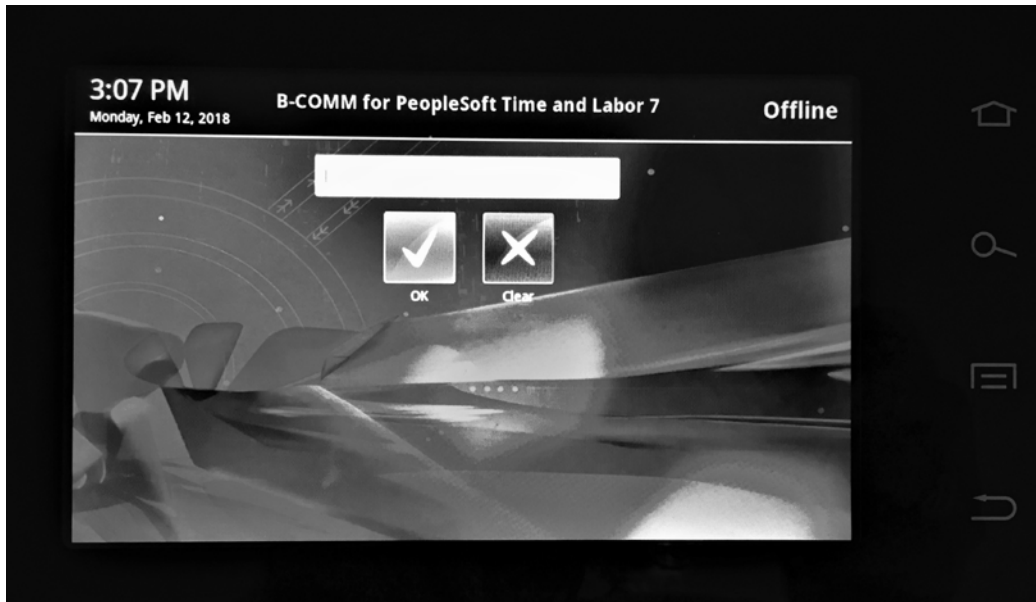
How to Use Time Clock When Offline

PROCEDURES

If clock indicates **Offline** in the upper right hand corner of the time clock screen, employees can continue to use the time clock and punches will be stored until the time clock returns Online.

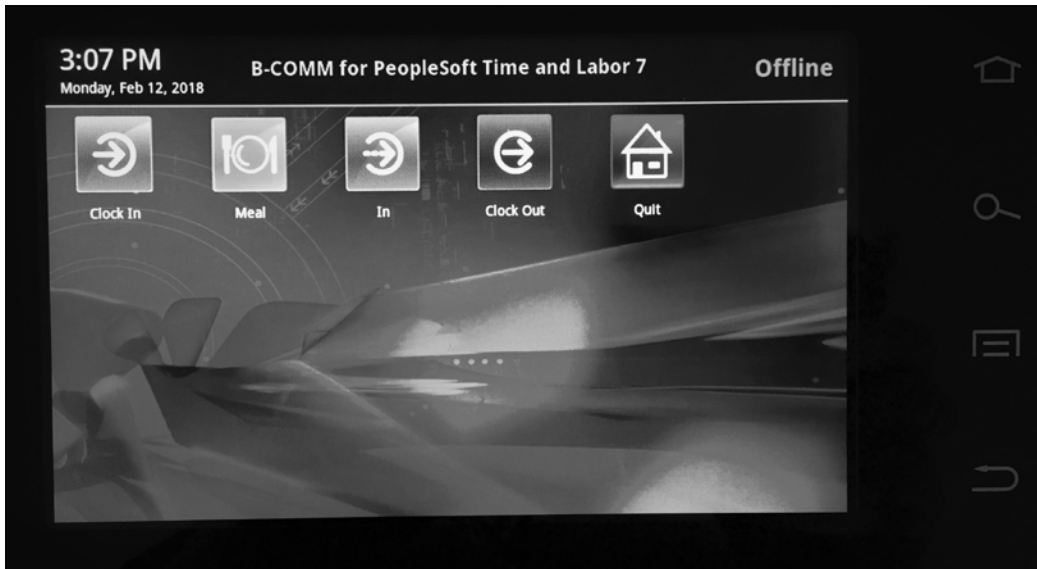
If you are not sure how to use the time clock, please see your manager for assistance.

Step 1	Enter Badge Number and Press Ok
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Step 2	Press appropriate selection
	<p>When clock is in Offline status caution needs to be exercised when making the appropriate selections as the clock will store exactly what is entered.</p> <ul style="list-style-type: none"> • 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.





Step 3	After Punch selection is made confirmation popup will appear. The confirmation popup will disappear after a few moments.
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