

Show Me How

to Manage My Time on Kiosk

TIME AND ATTENDANCE

STEP 1

Enter your identification number (Social Security number, badge number, etc.). Then, click the green arrow.

2:17:52 PM

00000000

1	2	3
4	5	6
7	8	9
X	0	→

STEP 2

To allocate your time, make the appropriate selection(s) from the drop-down menu(s). Use the “Show All Clock Buttons” option to ensure you are clocking in/out appropriately using “In (Day)” or “Out (Day).”

A message confirms your recent punch.

MICHAEL SMITH
Current Status: IN DAY

Log Out

View Recent Punches

Time Clock Schedule

✓ In Day punch was successful

2:18:51 PM

Show All Clock Buttons

Out (Break) Out (Lunch) Out (Day) Transfer

Forgot to clock in/out? Submit a New/Missing Punch Request

Department Search or Make Selection

Job Search or Make Selection

Location Search or Make Selection

Tax Profile Search or Make Selection

Comment