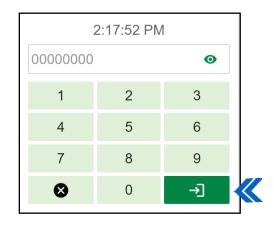
Show Me How to Manage My Time on Kiosk

TIME AND ATTENDANCE



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



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.

			Log Out
MICHAEL SMITH Current Status: IN DAY			View Recent Punches
Time Clock Schedule			
V In Day punch was successful			
			Show All Clock Buttons
2:1	8:51 PM	 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			



