

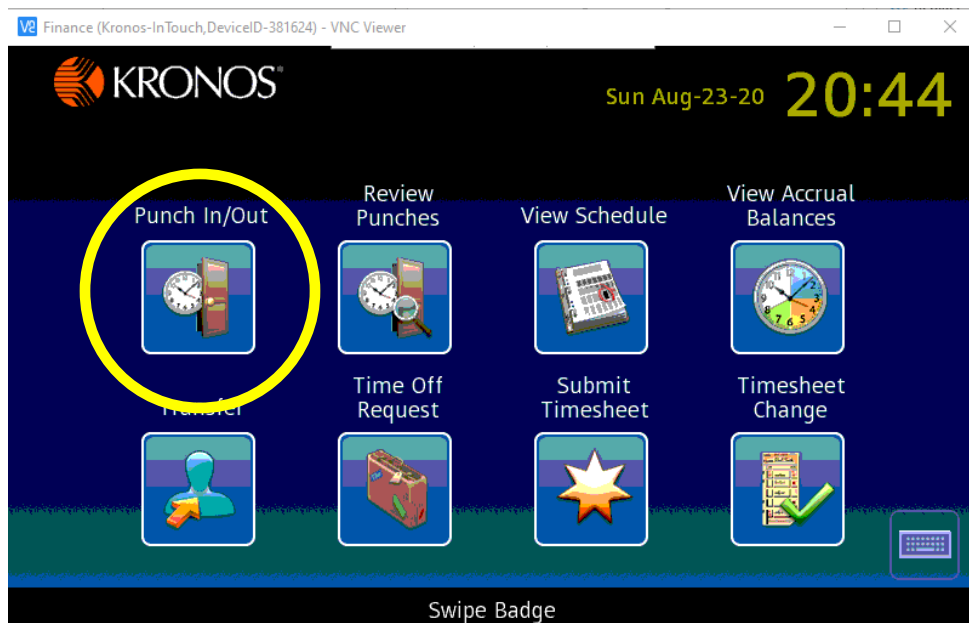
Clocking In and Out

The Timeclock lets you record the start and stop times of your workday. Certificated or Exempt employees will punch once a day while Classified or Non-Exempt employees will punch in and out each day (along with in and out for lunch if applicable).

Clocking in and out

- 1 Click on the **Punch In/Out** icon on the timeclock's home screen.
- 2 Once the keypad appears you will swipe your key fob along the bottom right front of the machine.
- 3 You will know your punch is recorded correctly when the green message box appears and says **Accepted In/Out Punch** with your name in the bottom of the box. If a number appears instead of your name please see your school bookkeeper.

Step 1



Step 2

