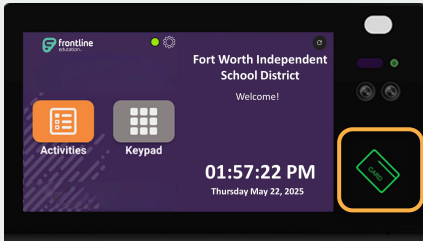


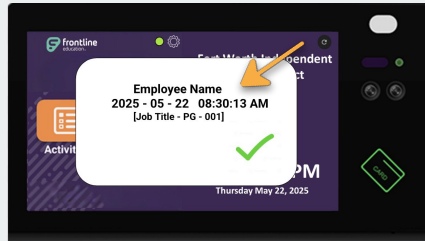
Overview: This document provides a step-by-step process for clocking in and out for regular and function time using the Synel time clock system. Follow standard district procedures and guidelines for time punches.

REGULAR CLOCK IN/OUT

Step 1: Place badge against the badge reader to scan badge.

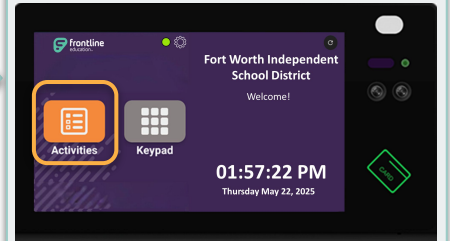


Step 2: Confirmation message will appear.

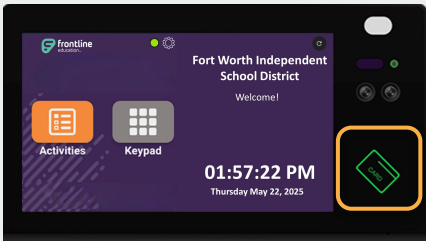


FUNCTION CLOCK IN/OUT

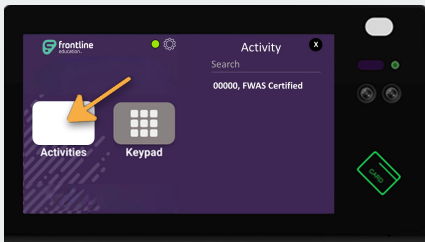
Step 1: Tap **Activities**.



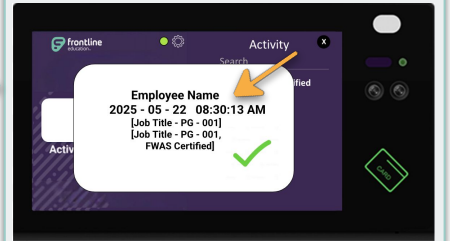
Step 2: Place badge against the badge reader to scan badge.



Step 3: Notice the Activities icon turns white. Select the desired available function.
Note: If functions are unavailable please contact time-keeper.

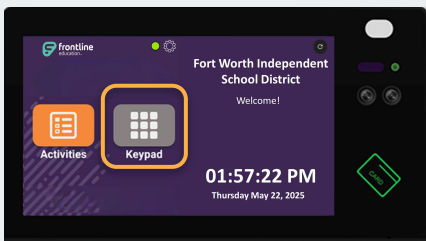


Step 4: Confirmation message will appear.

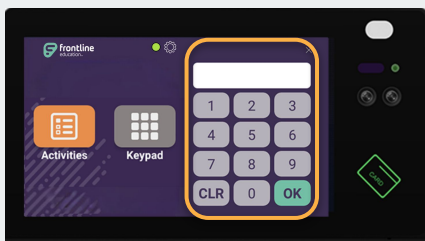


CLOCK IN/OUT USING THE KEYPAD

Step 1: Tap **Keypad**.



Step 2: Enter badge number. Tap **OK**.
Note: Badge number is located on the back of the employee badge. This is not the employee ID number.



Step 2: Confirmation message will appear.

