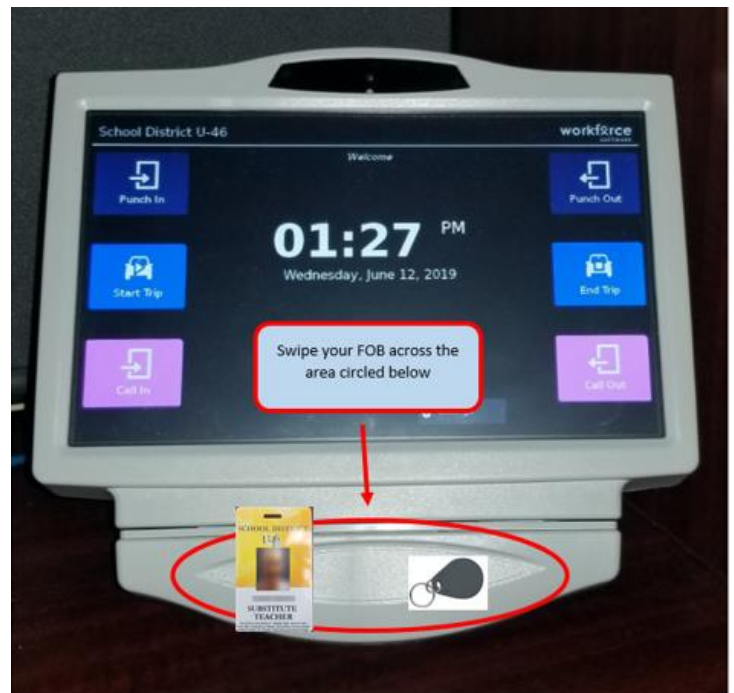


Time Clock Instructions

Overview:

- Punches can only be made by scanning your FOB near the bottom of the clock.
- FOB's are unique for each employee and cannot be shared.
- If you do not have your FOB, please see your designated timekeeper so that they can manually add your punches.
- Substitutes will use their NEW U-46 badge as a FOB to punch on the clock.



Instructions for hourly employees:

1. Choose Punch In or Punch Out.
 - Punch In when arriving in the morning & Punch Out when going to lunch.
 - Punch In when returning from lunch & Punch Out when leaving for the day.
2. If working in multiple positions, select appropriate position, then the green Next button on the bottom right side of the screen.
 - If you are a Substitute Teacher or Substitute Para Educator, after selecting your position, the clock will require you to enter the 9 digit job number that you received from Absence Manager.
3. Scan your FOB across the bottom of the clock near the base. The clock will display the punch time and your name.