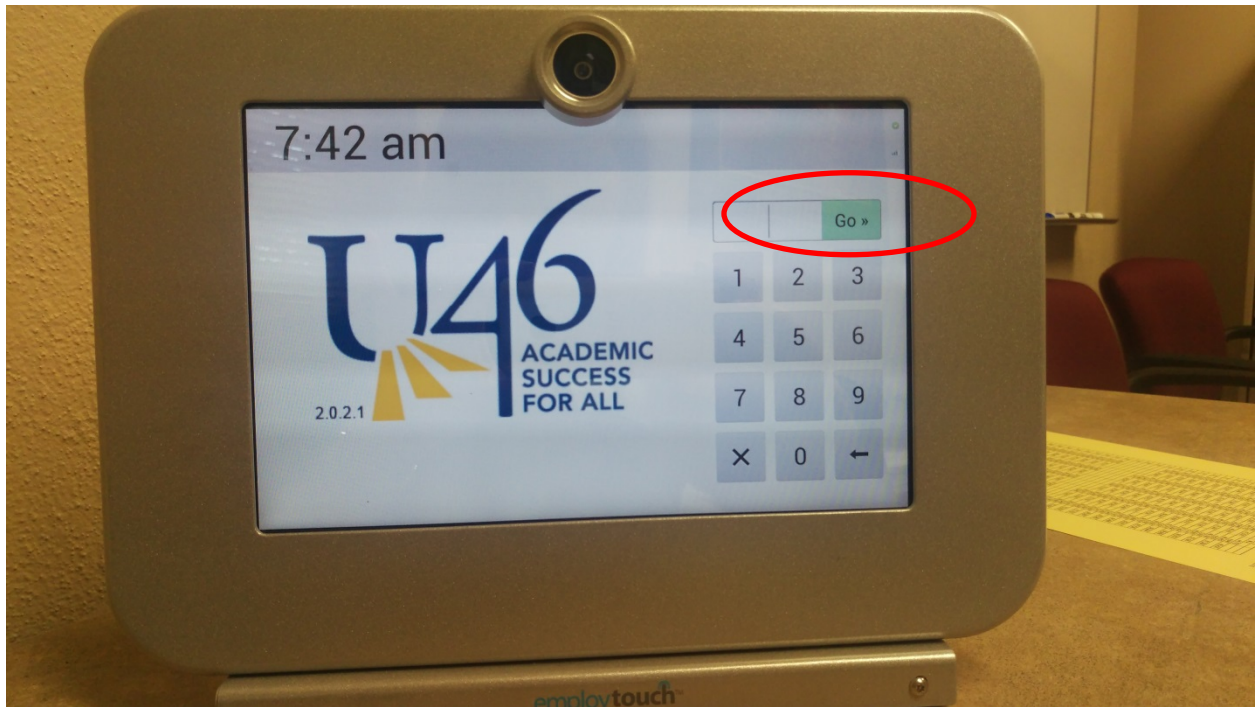


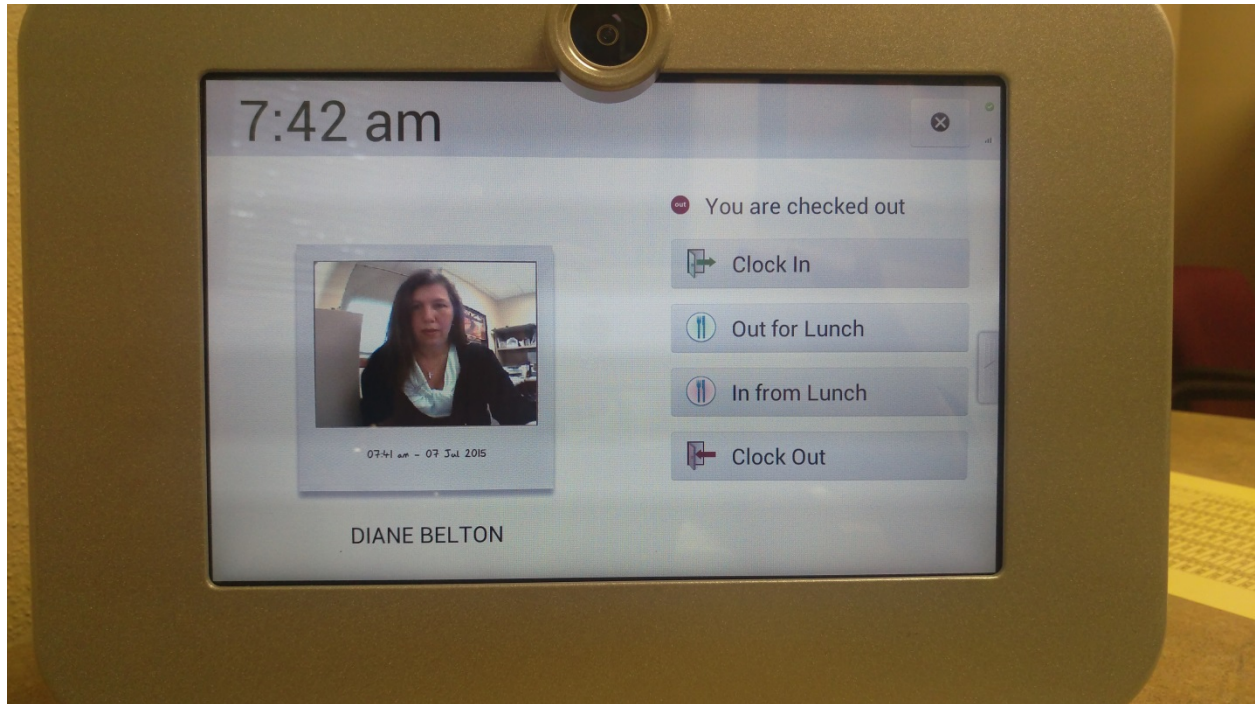
Using the Time Clock

- Time clocks are mounted in each building throughout the District.



- Employees should clock-in by typing their 5 digit employee id number in the number pad on the right of the clock and then select the green GO button.

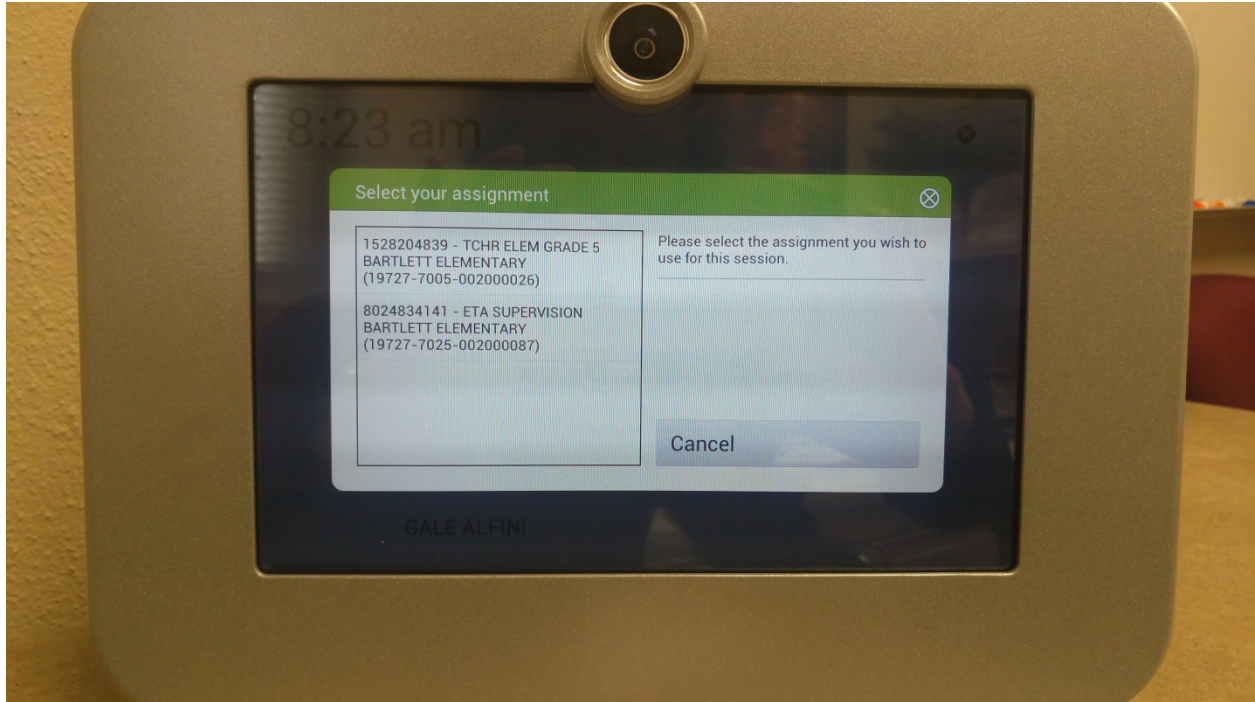
Using the Time Clock



- Once the id number has been entered, the clock will take your picture, and display your name under the picture.
- On the right side of the screen, you should select the appropriate action.

Using the Time Clock

MULTIPLE POSITIONS



- If you have multiple positions, the clock will display the positions available to you.
- You would select your position by touching the screen of the position that you will be working.

Using the Time Clock

- Once you have selected your position, your picture will appear and you will be prompted on the right side of the screen, you should select the appropriate action.

