

Time Clock Cheat Sheet



To punch in for your shift, click "Start Shift."



Type in your badge number. REMEMBER, you now have 6-digit badge numbers. Your old badge numbers WILL NOT work.



This screen will appear when you have successfully punched in to work.

To punch out for your shift, click "End Shift." For meal breaks, you will use the same process, but with the "Start Meal" and "End Meal" buttons.



To view your past punches and current schedule, please press "View Punches and Schedules."



To request time away from work (vacation time) press "Self Service."



You will then be prompted to enter your badge/password. After this, you will click "Time Away" and input the days you wish to take off.