



Utilizing a Time Clock



- I** - Clocks an employee In for the day.
- M** - clocks an employee out for a meal break.
- In** - returns an employee from a meal break.
- O** - clocks an employee out for the day.
- D** - takes the employee back to the Time Clock Home screen and no action is performed.

1. The Home Screen below:
 - a. From this screen, employee should enter their credentials into the time clock. (Swipe their badge, hold their RFID technology up to the scanner, place their finger on the fingerprint reader, etc.)
 - b. Click **D** . Click **I** to start over.



