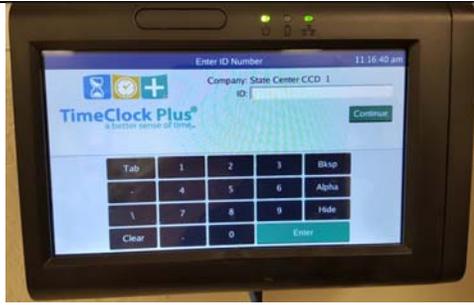
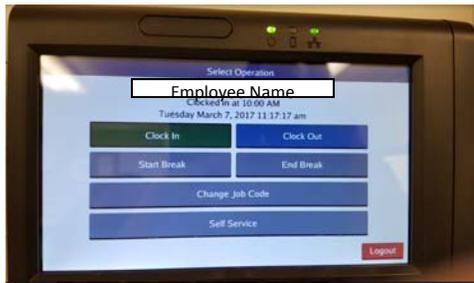


TimeClock Plus Clock Instructions



Enter the Timeclock

Enter your employee number and select **Continue**.



Clocking In

- Select **Clock In**.
- Confirm the name is correct and select **Continue**.
- You may be prompted to select a job code and select **Continue**.

Clocking Out

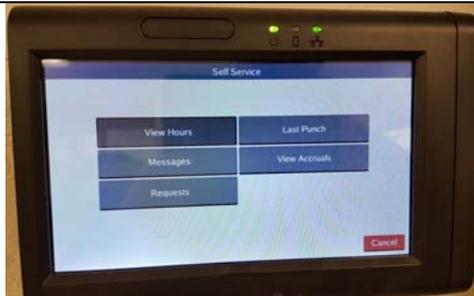
- Select **Clock Out**.
- You may be prompted to confirm your name is correct. Select **Continue**.

Clocking Out for Break

- Select **Start Break**.
- Confirm the name is correct and select **Continue**.

Clocking In from Break

- Select **End Break** or **Clock In**.
- Confirm the name is correct and select **Continue**.



Self Service

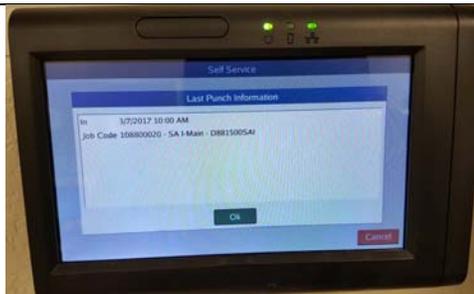
View Hours – where you will go to approve your hours

Last Punch – where you can see what your last punch was in case you aren't sure if you logged in or out

Messages – where you will receive companywide messages

Requests – where you will request future sick time for appointments

View Accruals - not currently used

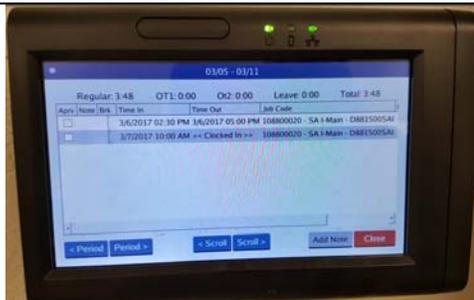


Avoid Common Errors and Questions:

You forgot to clock in/out or take a break.

You can check your last punch.

On your next clock in/out the system will prompt you to correct your "missed punch". Best practice is to leave a note as to why you are making the edit to your time.



Approve Your Hours:

In Self Service

Best practice is to approve your hours daily or weekly. This way the hours are fresh in your mind and the approval will be quick. **All hours must be approved by the last working day of the month.**