

1. Clocking In

• Navigate to the PIN clock, type in your PIN, and click Login. Click Clock In. The icon on the widget will now turn green and state "You are clocked in."

Elease enter vou	r Time Cleck DIN code
	in the olocan har code.
PIN Code *	
	LOGIN
20	
You are clocked out.	You are clocked in.
11:08:10 AM	11:09:04 AM
	Thursday, May 16
Thursday, May 16	
Thursday, May 16	O Clock In
Thursday, May 16 Clock In Meal Out X Meal In	Clock In
Thursday, May 16 Clock In Meal Out Meal In Clock Out	Clock In Meal Out Meal In Clock Out

You are c	locked in.
11:09:	04 AM
Thursday	/, May 16
Olo	ck In
Y1 Meal Out	🗙 Meal In
Clo	ck Out
→ Tra	ansfer
ast time entry was on	05/16/2024 11:08 AI

3. Leave On Meal

• Select the Meal Out button. The icon will now display as a meal and state "You are on a meal break."

You are clocked in.	You are on a meal break	
11:09:04 AM Thursday, May 16	11:10:58 AM Thursday, May 16	
O Clock In	O Clock In	
🎢 Meal Out 🛛 🗙 Meal In	🎢 Meal Out 🛛 🗙 Meal In	
Clock Out	Clock Out	
→ Transfer	→ Transfer	
Last time entry was on 05/16/2024 11:08 AM.	Last time entry was on 05/16/2024 11:10 A	
Hours on clock: 0.01	Hours on clock: 0.04	

4. <u>Return From Meal</u>

• Click the Meal In button.

	You are on a meal break.
	11:10:58 AM Thursday, May 16
	Olock In
11	Meal Out 🛛 🗙 Meal In
	Clock Out
	→ Transfer
Last time	entry was on 05/16/2024 11:10 /

• Select any tracking levels if applicable and click Continue.

Tracking Level	
Please select tracking levels for your punch time.	
Department*	
1 - Office	~
Location*	
200 - Richfield	~
Notes	
	\frown
× Cancel	→ Continue
	\sim

• The icon will again turn green and state "You are clocked in."

11:12	13 AM
Thursda	Way 16
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1 Meal Out	🗙 Meal In
CI	ock Out
→ Tr	ransfer
→ Tr	ransfer
	05/16/2024 11:11 AM

5. <u>Changing Tracking Levels</u>

• Click the Transfer button.



• Select the required tracking levels, then click Continue.



Employee Portal Clock

1. Clocking In

• Navigate to the Employee Portal and log in. Scroll down to the time clock widget on the Dashboard and click Clock In. The icon on the widget will now turn green and state "You are clocked in."

You are clocked out. 11:08:10 AM Thursday, May 16	You are clocked in. 11:09:04 AM Thursday, May 16	
Clock In Meal Out Meal In	Clock In Meal Out Meal In	
S Clock Out→ Transfer	♥ Clock Out→ Transfer	
Last time entry was on 05/15/2024 05:00 PM.	Last time entry was on 05/16/2024 11:08 AM. Hours on clock: 0.01	

2. <u>Clocking In with Tracking Levels (if applicable)</u>

• Navigate to the Employee Portal and log in. Scroll down to the time clock widget on the Dashboard and click Clock In.



• Select tracking levels required and click Continue.

Tracking Level	
Please select tracking levels for your punch time.	
Department*	
1 - Office	~
Location*	
200 - Richfield	~
Notes	
× Cancel	→ Continue

• The icon on the widget will now turn green and state "You are clocked in."

AM
16
🗙 Meal In
it
-
5/2024 11:08 AN

3. Leave On Meal

• Select the Meal Out button. The icon will now display as a meal and state "You are on a meal break."

You are clocked in. 11:09:04 AM Thursday, May 16	You are on a meal break 11:10:58 AM Thursday, May 16	
O Clock in	O Clock in	
Meal Out 🔀 Meal In	🎦 Meal Out 🛛 🗙 Meal In	
Clock Out	Clock Out	
→ Transfer	→ Transfer	
Last time entry was on 05/16/2024 11:08 AM. Hours on clock: 0.01	Last time entry was on 05/16/2024 11:10 AM. Hours on clock: 0.04	

- 4. Return From Meal
 - Click the Meal In button.

1	1:10:58 AM Thursday, May 16	
11 N	O Clock In	\supset
	Clock Out	
	→ Transfer	
Last time e	ntry was on 05/16/2024 11:	10 AM
	Hours on clock: 0.04	

• Select any tracking levels if applicable and click Continue.

Tracking Level	
Please select tracking levels for your punch time.	
Department*	
1 - Office	~
Location*	
200 - Richfield	~
Notes	
× Cancel	→ Continue

• The icon will again turn green and state "You are clocked in."

	o
You are o	locked in.
11.12	13 AM
Thursda	y, May 16
Clo	ock In
1 Meal Out	🗙 Meal In
O CK	ock Out
	JUK OUL
→ Tr	ansfer
Last time entry was on	05/16/2024 11:11 AN
Hours on	clock: 0.05

- 5. <u>Changing Tracking Levels(if applicable)</u>
 - Click the Transfer button.

11:12:	13 AM
Thursday	y, May 16
O Clo	ock In
11 Meal Out	🗙 Meal In
Clo	ock Out
(→ Tra	ansfer

• Select the required tracking levels, then click Continue.

Tracking Level	
Please select tracking levels for your punch time.	
Department*	
2 - Field	~
Location*	
100 - Columbus	~
Notes	
× Cancel	→ Continue

6. Clocking Out

• Click the Clock Out button. The icon will now display in red and state "You are clocked out."



7. Viewing Hours

• Click on the Time & Attendance tab on the left side of the screen, then click on the Time Card tab.

Q Search 😵	Dashboard DEMO CLIENT						
My Payroll Information Check History W2 / 1099s Documents	GMS News Title	Date					
 Member Deals Transamerica Teladoc Labor Law Information 	My Profile Welcome Test Davis	Quick Links • Documents • Events					
Pendella Life Insurance	You are clocked out. 11:16:19 AM Thursday, May 16	My Pay Hide Pay May 3, 2024 Take Home SX,XXX,XXX SX,XXXX,XXX					

Time & Attendance > Time Card															
Time Clock	Time Card)													
😝 Print						All tim	es are shown in:	Eastern Standar	rd Time Status:	inalled 0	urrent Period	< 05/1	2/2024 - 05/	18/2024 >	Search C
Date	Start	End	Reg	0T1	OT2	Other Pay	Other Hours	Total Hours	Other Amount	Unpaid	Shift Diff	Units	EE Notes	ER Notes	Daily Notes
05/12/2024 - Sun															
05/13/2024 - Mon			4.5000					4.5000							
	08:00 AM	10:00 AM	2.0000					2.0000							
	10:30 AM 🗙	01:00 PM O	2.5000					2.5000							
05/14/2024 - Tue			5.5000					5.5000							
	08:00 AM	01:30 PM O	5.5000					5.5000							
05/15/2024 - Wed			0.1686					0.1686							
	01:17 PM ()	01:21 PM O	0.0608					0.0608							
	01:23 PM ()	01:25 PM	0.0358					0.0358							
	01:28 PM X	01:30 PM O	0.0417					0.0417							
05/16/2024 - Thu	01:30 PM 0	01:32 PM 0	0.0303					0.0303							
03/10/2024 - Thu															
05/17/2024 - Fri															
05/18/2024 - Sat															
Totals			10.1686					10.1686							

8. <u>Viewing Schedules(if applicable)</u>

• Click the Shift Scheduler tab on the left side of the screen to view your schedule.

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	Q Search	Manage > Shift Sc	heduler						
4	Home	May 2024 -			[PRINT	ne Zone 👻	Week	< TODAY >
	My Payroll		19 Sun May 2024	20 Mon May 2024	21 Tue May 2024	22 Wed May 2024	23 Thu May 2024	24 Fri May 2024	25 Sat May 2024
	Information			4109	4109	₩ 1 0 9	4 1 O 9	4109	
	Check History	15-Bottom, Red T		8a-5p 8:00 AM - 5:00 PM EST	8a-5p 8:00 AM - 5:00 PM E	8a-5p 8:00 AM - 5:00 PM EST	8a-5p 8:00 AM - 5:00 PM EST	8a-5p 8:00 AM - 5:00 PM EST	
	Year To Date								
	W2 / 1099s								