

Clocking-In and Out Using Time Clock Plus

Clock In

1. Swipe your Badge over Reader (It's the black thing with the little red light on it)
2. Verify that you are the correct user (look in the lower right hand corner of the screen, your name should be there)



3. Click the **“Clock In”** button on the left side of the screen
4. The pop-up will show your name and the current time, click **“Continue”**
5. A second pop-up will verify that the clock operation was successful, click **“OK”**
6. Click the **“Exit”** button on the left side of the screen

Clock Out

1. Swipe your Badge over Reader (It's the black thing with the little red light on it)
2. Verify that you are the correct user (look in the lower right hand corner of the screen, your name should be there)



3. Click the **“Clock Out”** button on the left side of the screen
4. The pop-up will show your name and the current time, click **“Continue”**
5. A second pop-up will verify that the clock operation was successful, click **“OK”**
6. Click the **“Exit”** button on the left side of the screen