TimeClock Plus Clock Instructions

Enter ID Number 11 16 40 an Description Compares State Center (CD 1 Description	Enter the Timeclock Enter your employee number and select Continue.
Select Devealors Employee Name Cockets at 1000 AM Tuedda Mark 2, 2021 11 27 2m Cock In Start Break Change Juh Cool Start Break Change Juh Cool Start Break Change Juh Cool Start Break Change Juh Cool	 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.
Sell Service View Hours MosSages View Acctuals Requests	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
Saf Secret Bar Secret Bar Parce Information Bar Ender 10800000 - 54 Haun DBE10054 Bar Bar	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.
DODO' OU/LI Regular: 3-45 OTL: 0.00 OC: 000 Leave 0.00 Total: 3-45 Avery line (See Time In: International Control on Devel Control o	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.