How to Clock IN

1. Scan Prox Card (Left hand side of Time Clock)
2. Press "IN" (white button to the left of the word)
3. Press the pay code you want to clock in to (if you have this option)

How to Clock OUT

1. Scan Prox Card (Left hand Side of the Time Clock)
2. Press "Gone for the Day" (white button to the left of the words)

How to Clock OUT and Submit your Time Sheet (Last day of work week)

1. Scan Prox Card (Left hand Side of the Time Clock)
2. Press "Gone for the Day Submit my Time Sheet" (white button to the left of the words)