“It is the end of the day and you are ready to head home. Let’s review how to CLOCK OUT.”

1. “Launch the web clock from your browser or from a kiosk.”
2. "Enter your EMPLOYEE ID and click CLOCK OUT."

3. "Enter your PIN ID and click LOG ON."
4 “You will see the CONFIRMATION SCREEN, click CONTINUE.”

5 “The ALERT BOX will confirm that you have CLOCKED OUT successfully, click OK. That’s it you have successfully CLOCKED OUT.”