



Web Clock: CLOCK OUT

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



05/19/2017
10:20:24 AM

Select Company

ID Number

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

1 “Launch the web clock from your browser or from a kiosk.”



TimeClock Plus™



2

“Enter your EMPLOYEE ID and click CLOCK OUT.”



05/19/2017
10:20:24 AM

Select Company

ID Number

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD



3

“Enter your PIN ID and click LOG ON.”

05/02/2017
7:22:48 AM

Select Company

ID Number

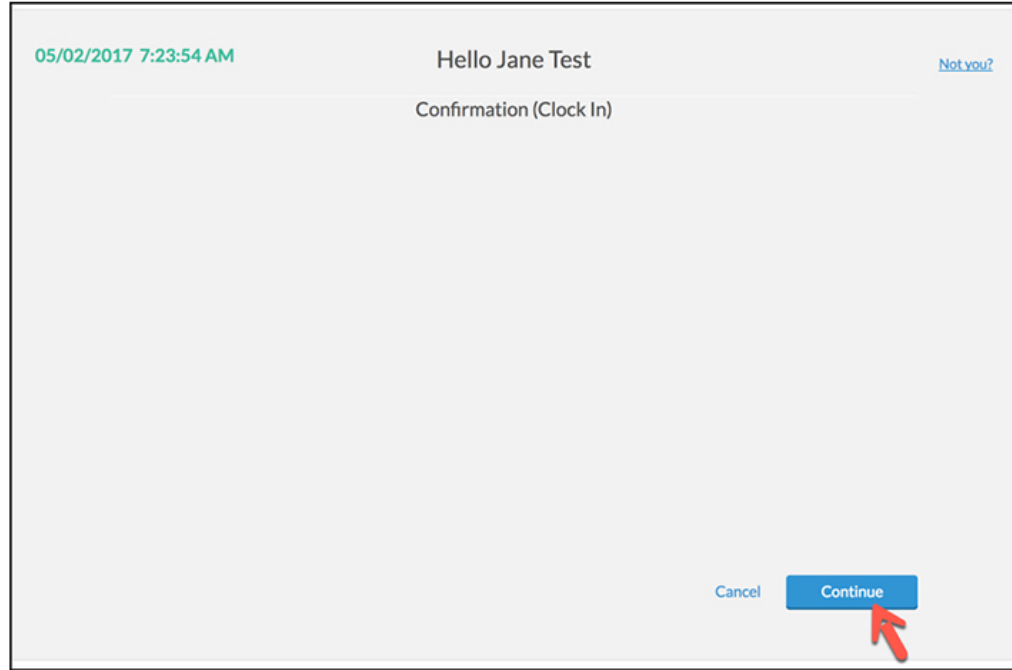
PIN Entry ?

PIN

Cancel **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.”

