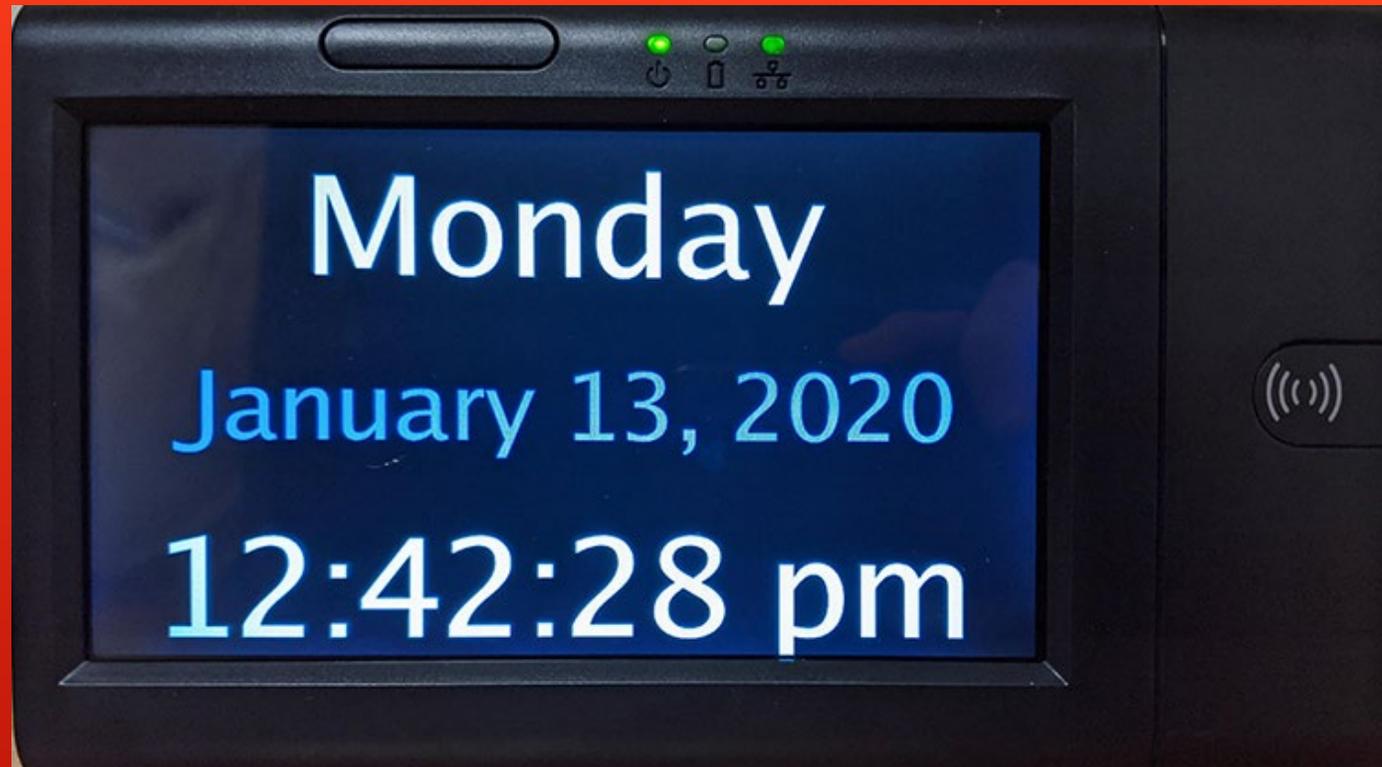


CLOCKING IN/OUT: At The Timeclock

MSDWT Website > Divisions > Business Services

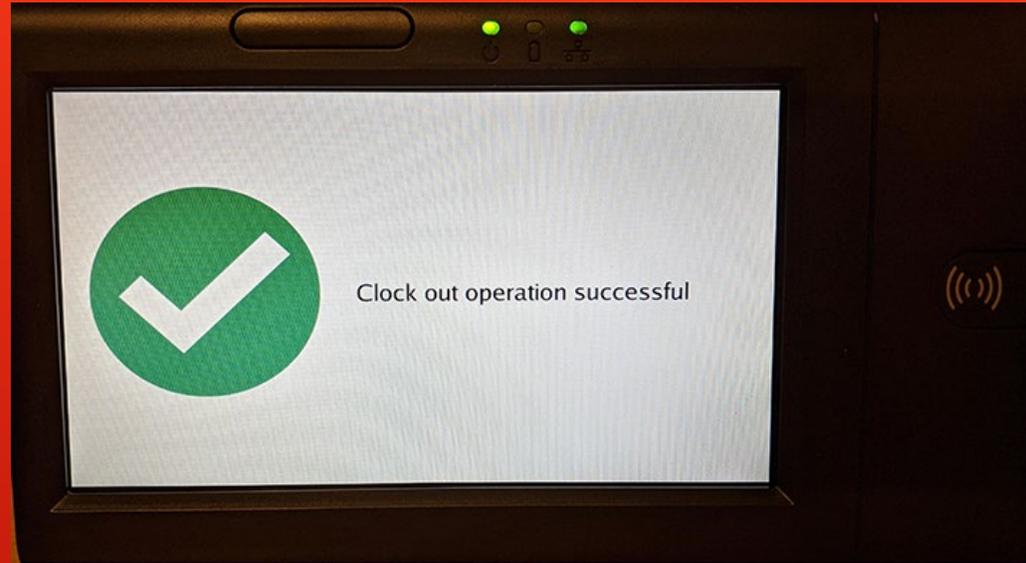
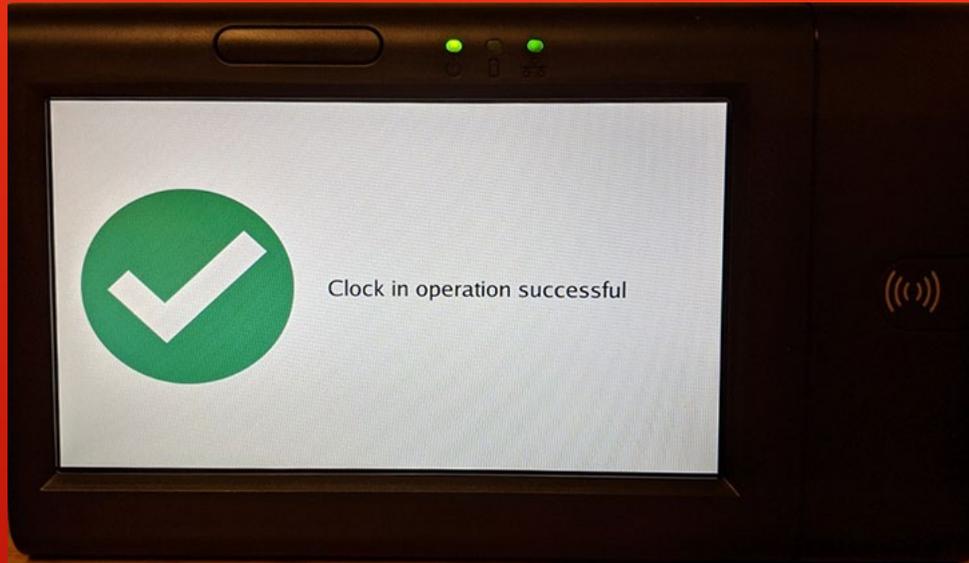
- Under Additional Resources, TimeClock Plus



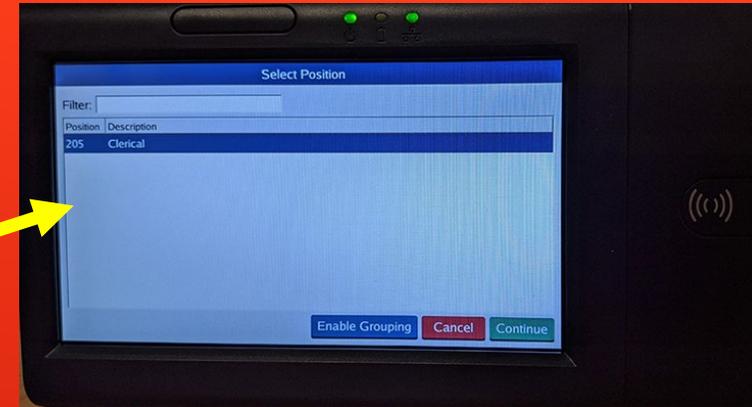
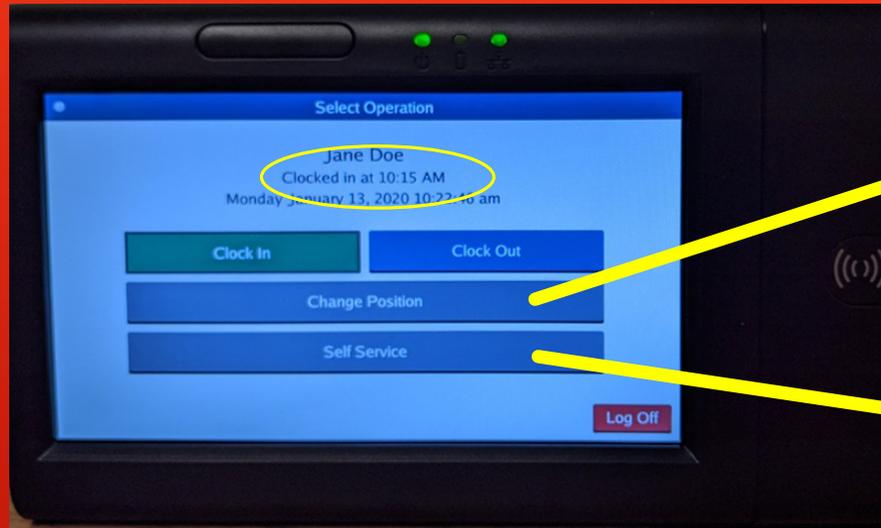
New touchscreen Clocks are coming!



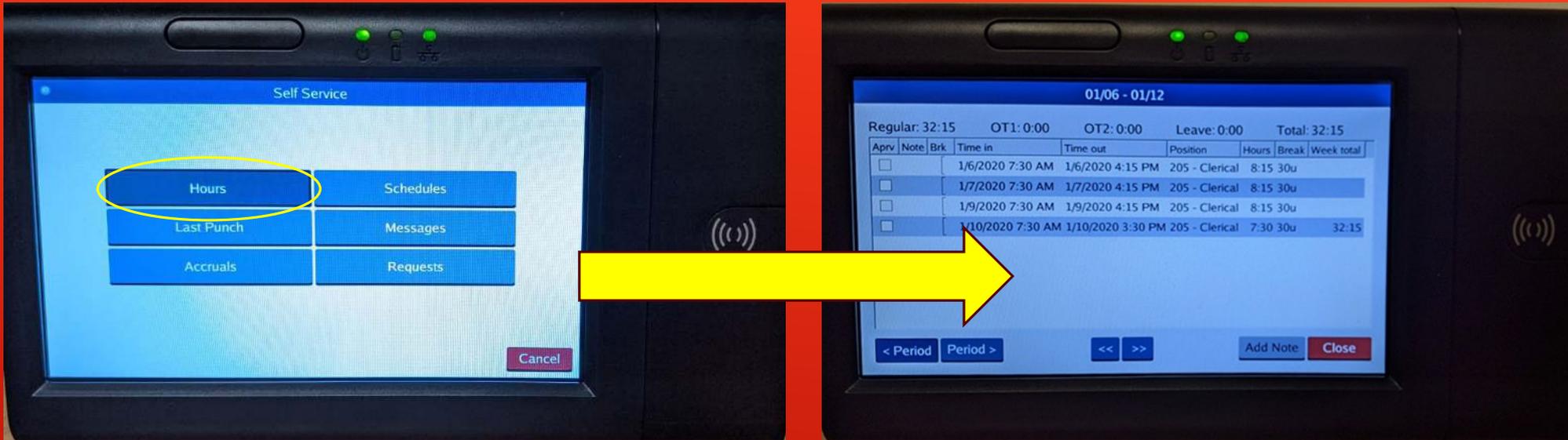
- Place badge near clock on the right side
- Following screen allows clock in/out



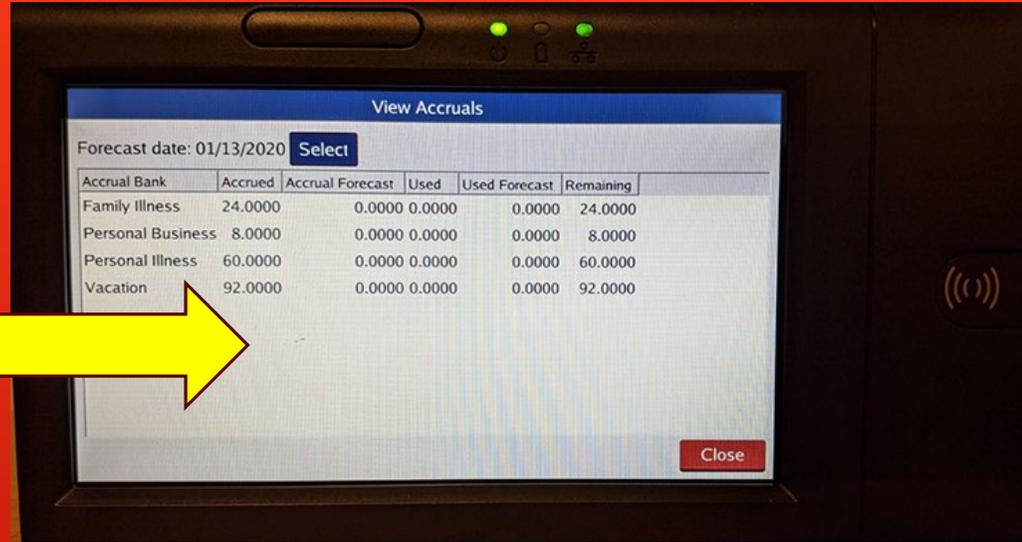
Look for the success screen after clocking
in/out



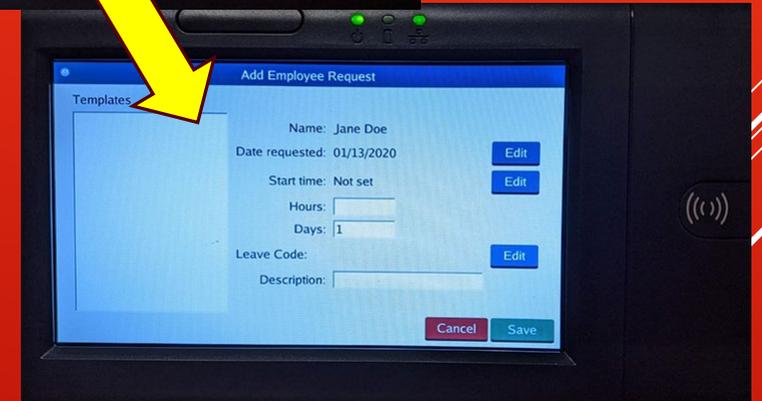
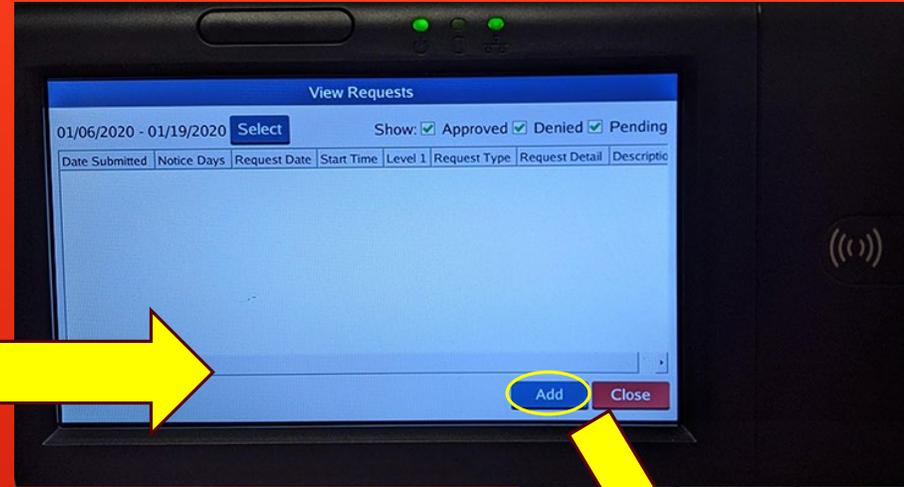
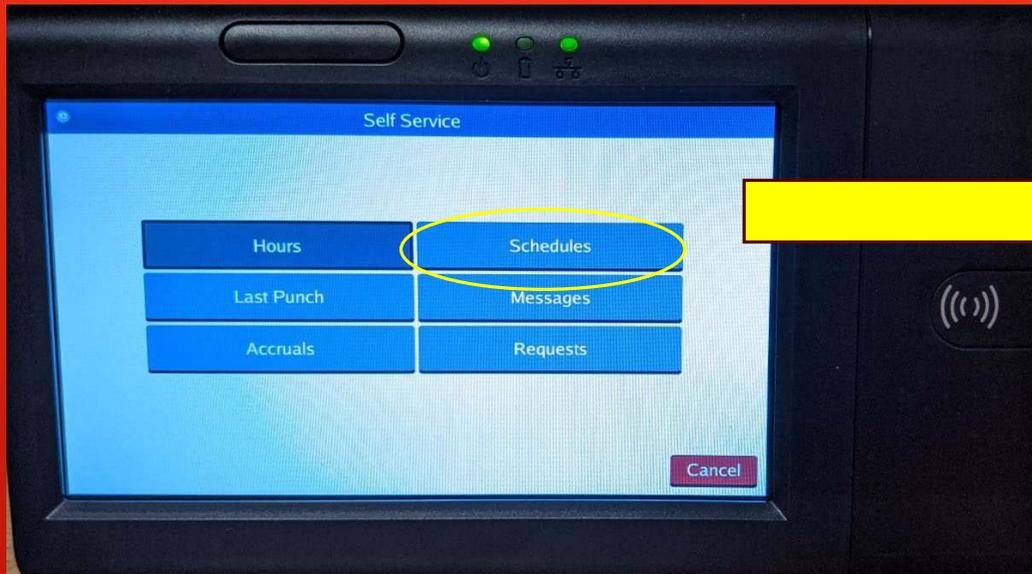
- If you are clocked in... You have additional options
- You can change positions (If you have multiple jobs)
 - Enter self service mode



Hours will display hours worked during the current period (adjustable to review different periods)



Accruals will display remaining leave days available (based on data two weeks in arrears)



Requests will display any existing requests
(touch add button to create a new leave request)