Employee Clock In/Out

Employee Clock In/Out

Web:

1. Open the menu - My Time - Clock In or Clock Out.
2. Select if lunch was taken.
3. If a punch was missed select the box next to the date.
    1. Select Request Clock Event
    2. Ensure the Date and Time is accurate for the updated Clock Event and select the Description
    3. Submit

App:

1. Select My Time.
2. Clock In or Clock Out.
3. Slide if lunch was not taken for the day.

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