 All instructions in this job aid start from the Time worklet

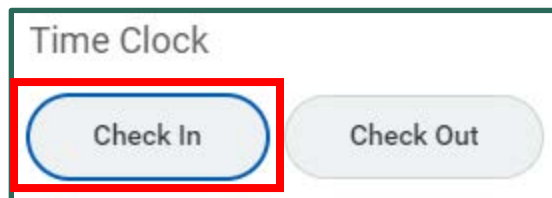


Checking In and Out

From the Time worklet:

Check In:

1. In the Time Clock area, click **Check In**



2. In the Time Type field, it defaults to **Worked Time**
3. A **Position** field will appear if you have *multiple positions* at the college. If applicable, click the **Position** drop down and choose the position you're clocking in for
4. If needed, enter **Comment**
5. Click **OK > Done**

Check In

You are checking in. Please enter your work details.

Worker * A

Date * 04/12/2018

Time * 09:29 AM

Time Zone GMT-05:00 Eastern Time (New York)

Time Type * X Worked Time

Position Auto Technology Evaluator

Details

Comment

select one

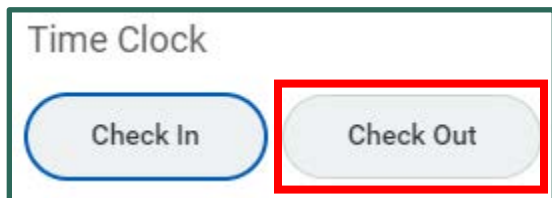
Adjunct Instructor, Auto Service Tech - (H) (+)

Auto Technology Evaluator

OK Cancel

Check Out:

1. In the Time Clock area, click **Check Out**



2. Select a **Reason**
3. If needed, enter **Comment**
4. Click **OK > Done**

The image shows a 'Reason' selection dialog box. Under the 'Reason' heading, there are three radio button options: 'Break', 'Meal', and 'Out'. The 'Meal' option is selected and highlighted with a red box. Below this is a 'Details' section containing a 'Comment' text input field. At the bottom of the dialog are two buttons: 'OK' (highlighted in orange) and 'Cancel'.

REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
4/12/18	Initial release	ERP Team