

## Chapter 2 – Time & Attendance

### ***Clocking In or Out***

This optional program is used by all hourly employees to clock in and out on the system. To get into this program, select the option "Clock In & Out – T" or press the F10 key and at the command line type in a "T" and then press the enter key. See Figure 2-1.



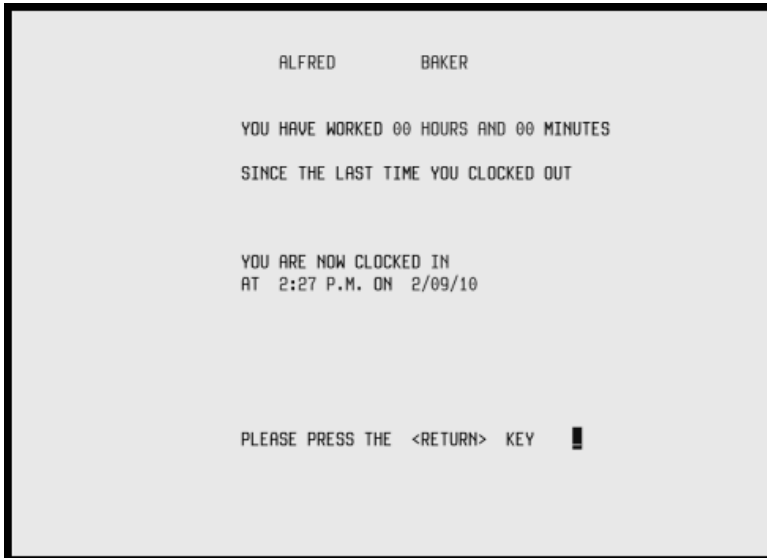
**Figure 2- 1 Employee Time Clock Screen**

Enter your employee number and then press the enter key. See Figure 2-2.



**Figure 2- 2 Employee Time Clock Screen with Information**

The screen will display your name, the number of hours worked in the current work week and whether you are clocked in or out. The screen will ask if you are working at your regular location. This is referring to your store location. If the answer is (N)o, you will be prompted to enter the correct location. Your password is required to complete the entry. When you have successfully clocked in or out, press the enter key to complete the transaction. See Figure 2-3.



**Figure 2- 3 Employee Time Clock Screen Clocked In**

**Note:** You **cannot** clock in and out on the same minute. If you attempt to do this, you will get the message that appears in Figure 2-4.



**Figure 2- 4 Employee Time Clock Screen Error Message**

Press the enter key as instructed, then retry again once one minute has passed.