

## Time Clock

|             |   |
|-------------|---|
| Description | Before employees start working, they need to clock-in for the most accurate record of hours worked.   |
| Location    | Employee>Time clock   |
|             |   |
| Function    | <ol style="list-style-type: none"> <li>① This will search time clock history.</li> <li>② Time period that you want to search.</li> <li>③ Clicking <b>Time In</b> will start counting hours worked.</li> <li>④ Clicking <b>Time Out</b> will stop counting hours and save it.</li> <li>⑤ Store you are currently working</li> <li>⑥ This field shows time clock history of employees.</li> <li>⑦ Detail information of time clock history.</li> <li>⑧ Make sure you logged in with your <b>User ID</b>.</li> <li>⑨ Total hours that you worked.</li> </ol> |
| Note        | <p>-You have to log in with your <b>User ID</b> in order to clock in or out.</p> <p>-To update out time, click Time Out once again.</p>   |

### ***Clock In / Out***

1. Employees must log-in with their **User ID** when clocking-in.
2. Clicking the **Time In**③ button will start counting work hours.
3. Clicking **Time Out**④ button will stop counting hours worked.
4. Click **Time Out**④ again to update out time.
5. If an employee makes a mistake, the employee should contact his or her manager.