

Time Clock Instructions

Select: **Punch In** (top left blue button) to punch in

Enter **6 digit ID#** (Badge#)

Your name appears (briefly) in the bottom left corner (at the top it says Accepted your clock in)

Select: **Punch Out** (bottom left red button) to punch out

Enter **6 digit ID #** (Badge #)

Your name appears (briefly) in the bottom left corner (at the top it says Accepted your clock out)

Time Clock Locations
Bent (Ipad) (Main Office)
BHS (Custodial Area)
BHS (Employee Lunchroom)
BHS (Main Office)
BJHS (custodial area)
BJHS (Employee Lunchroom)
Colton St Warehouse
ESC (back door)
Irving (Main Office)
Oakland (Main Office)
Raymond (Main Office)
Sheridan (Main Office)
Stevenson (Main Office)
Washington (Main Office)