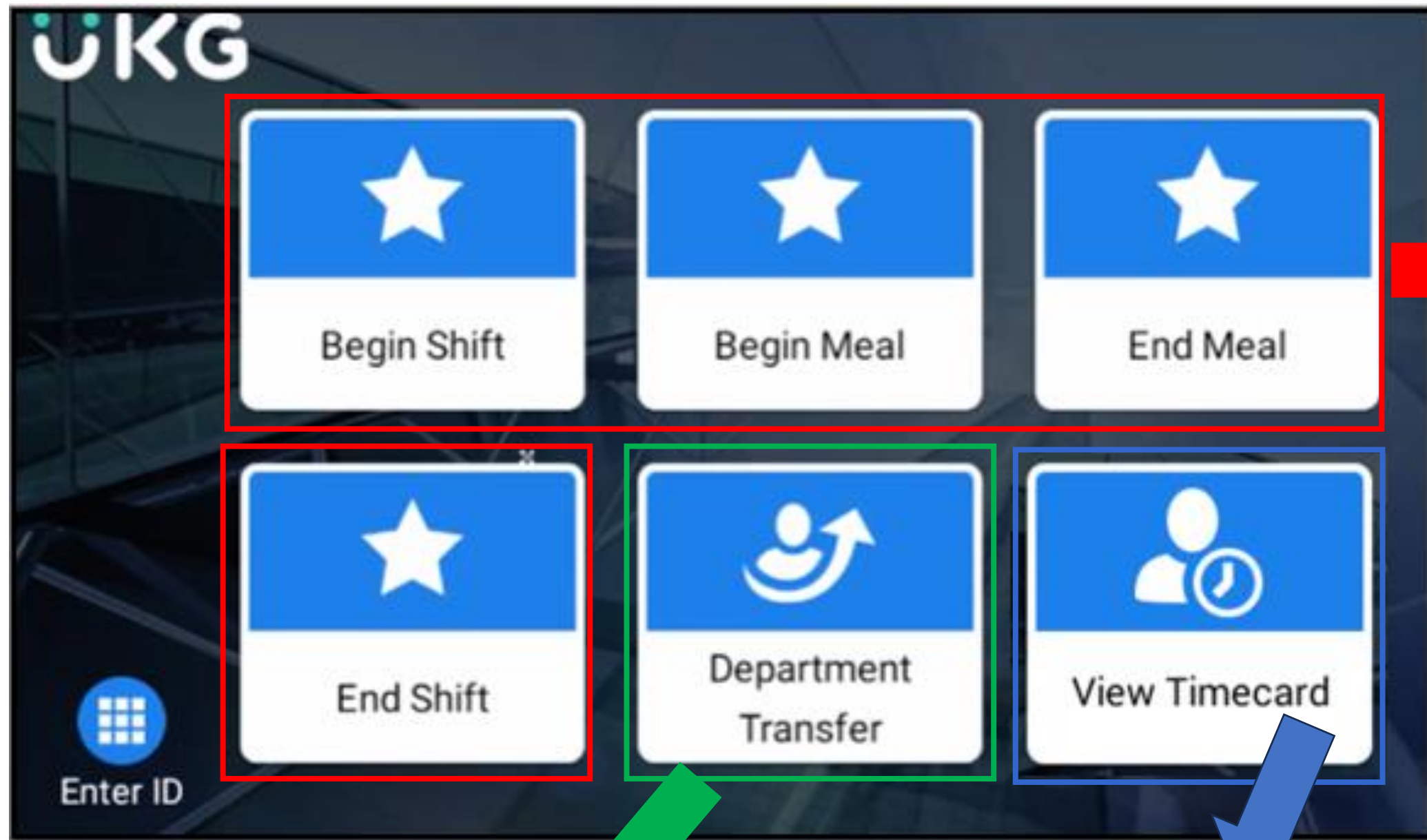


# How to Record Your Time on the Timeclock



**Begin Shift:** If you have any missing punches, you will be prompted to correct them.

**Begin Meal:** Enjoy your break!

**End Meal:** You may be prompted to answer attestation questions.

**End Shift:** See you next shift! 😊

**Department Transfer:** Click this **BEFORE** you clock in to transfer your time to a different location/dept.

**View Timecard:** Use this to review your time.

Please **DO NOT** use the Approve Timecard button on this view. Approval is done through daily attestation.

**Fix missing punches:** If you have any missing punches, please submit the form that you normally do.

