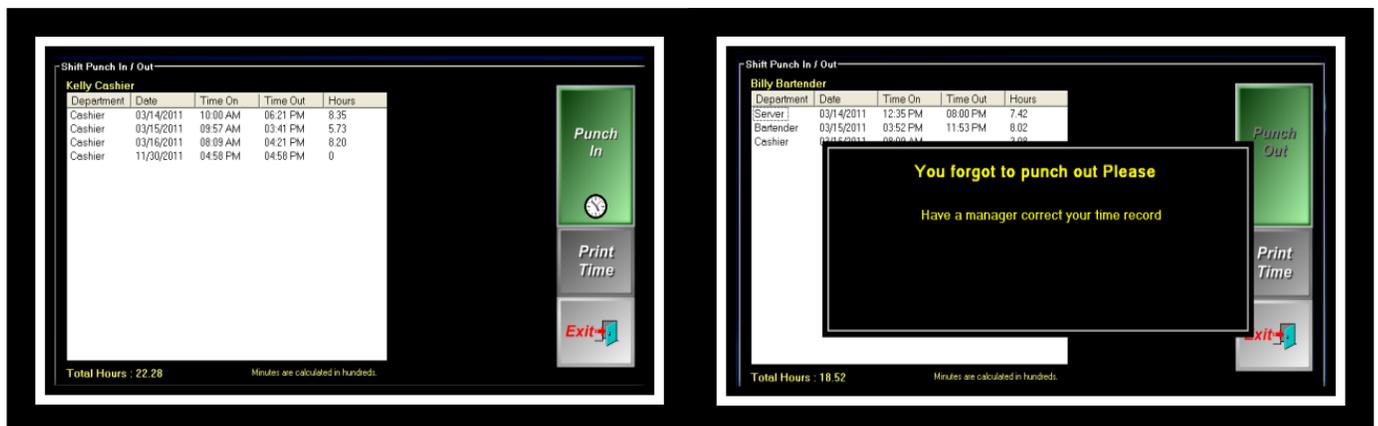


Time Clock Operations

You will clock in/out to begin/end recording the hours you work at a scheduled pay rate. If your system has breaks enabled, use the break in/out button for your break. This will 'break up' your shift but will not show two separate shift times.

Steps for Clocking In and/or Out

1. On the ID Screen, press the **In/Out** button.
2. Enter your employee number or swipe your access card. This will take you to the Clock in/out Screen. If restaurant uses the biometric reader press **In/Out**, enter ID# and press **OK**. Then place your finger on Fingerprint.
3. Either Punch in or Punch Out; in some cases you will also be offered Break in or Break out.
4. Select a job by pressing the job title such as "Bartender", "Server", or "Manager". (If you only have one job title assigned to you, then you will not be prompted to select one.)



A. The left box displays the weekly shifts that have been worked. You can print this chit by pressing "print time"

B. If you forgot to punch out, the punch out button will dim and display this message.

"When trying to clock in, it shows please see a manager."

This means the Time Window for Time Clock is Turned On.

Turn it off if you do not wish to use it.

Go to Managers Menu --> Register Setup --> Register Options --> Time Clock/Misc.

Go to the Time Clock section and uncheck "Use Time Window For Time Clock".

