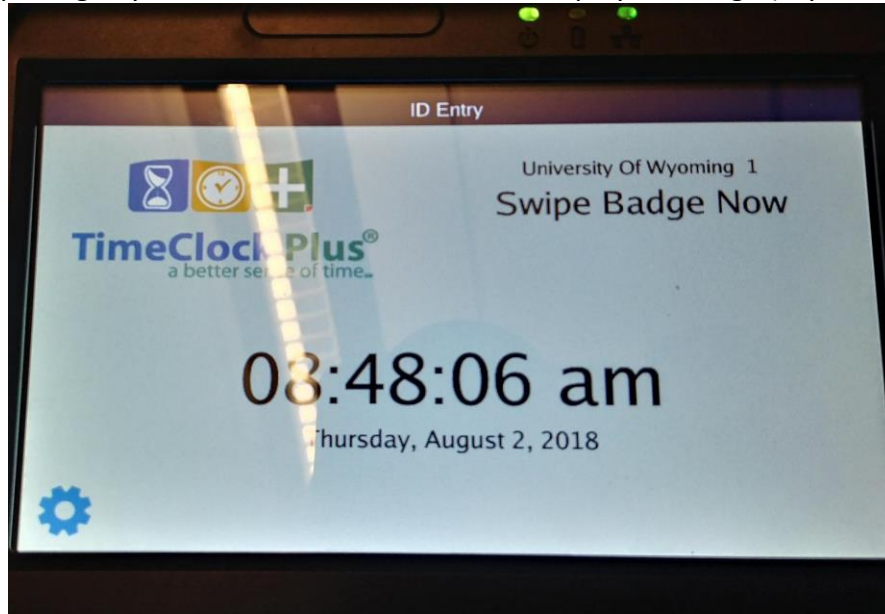




Using the Time Clock

The first step to completing any action on the time clock is to swipe your badge (WyoOne Card).



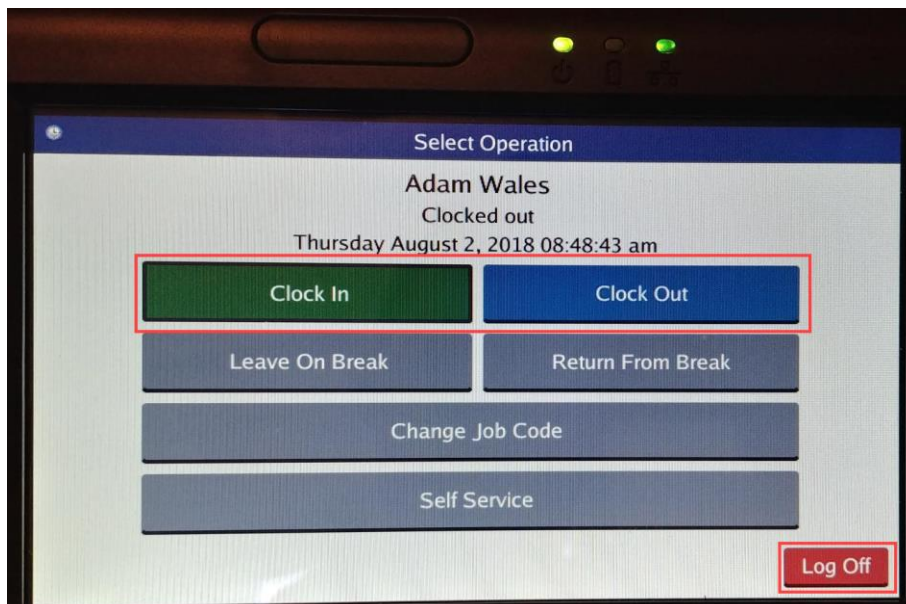
Clock In/Clock Out

After swiping, you will be brought to the main time clock page. Verify your name appears at the top to confirm the swipe registered correctly.

- At the beginning of your shift, click **Clock In**.
- At the end of your shift, click **Clock Out**.



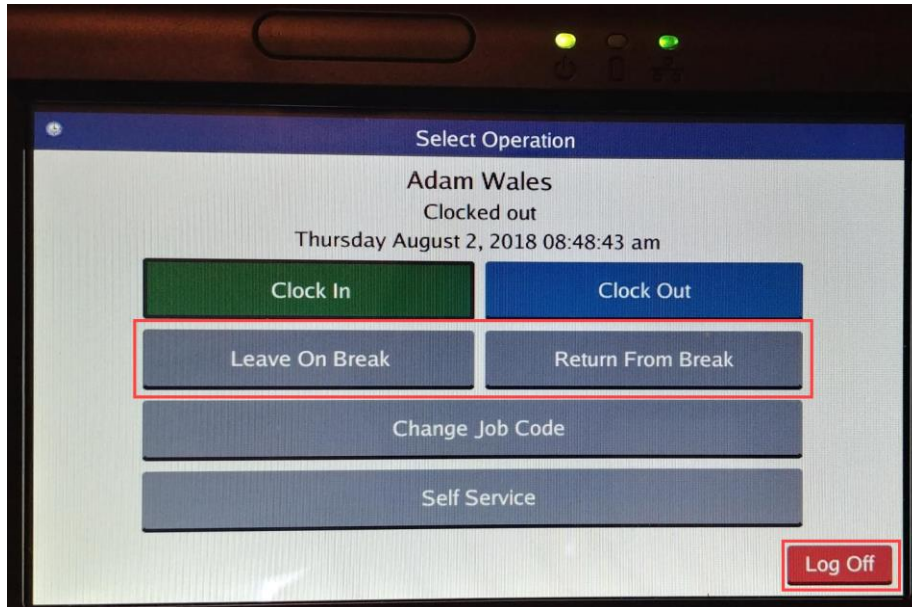
Be sure to click Log Off prior to leaving the clock.



Recording Breaks

After swiping, you will be brought to the main time clock page. Verify your name appears at the top to confirm the swipe registered correctly.

- To record the beginning of a break, click **Leave On Break**.
- To record the end of a break, click **Return From Break**.

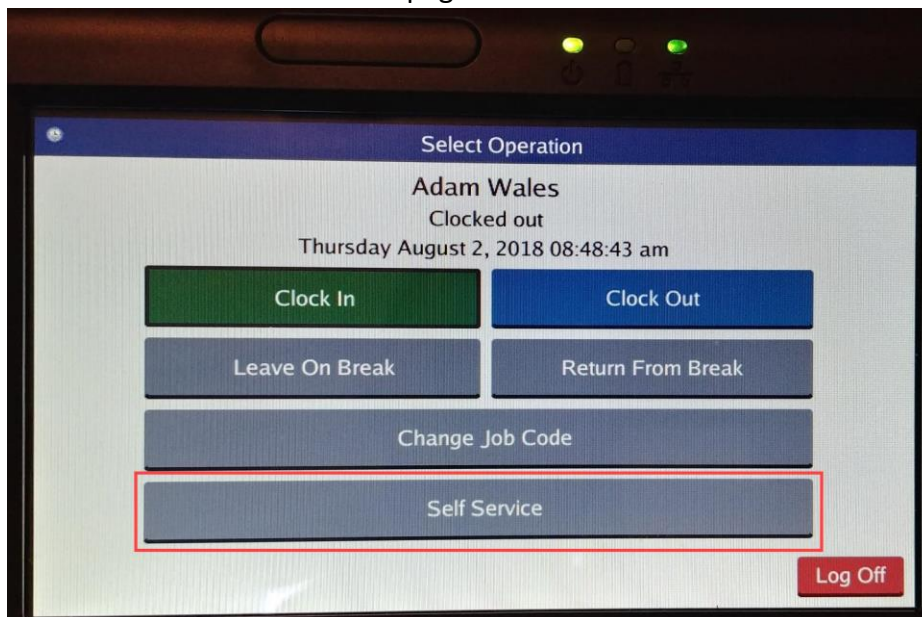


Some departments and positions require changing job codes depending on specific tasks being completed. If this is required for your position, additional information will be provided by your department.

Self Service

Several self-service features are available directly from the time clock. Not all self-service features may be used by your department.

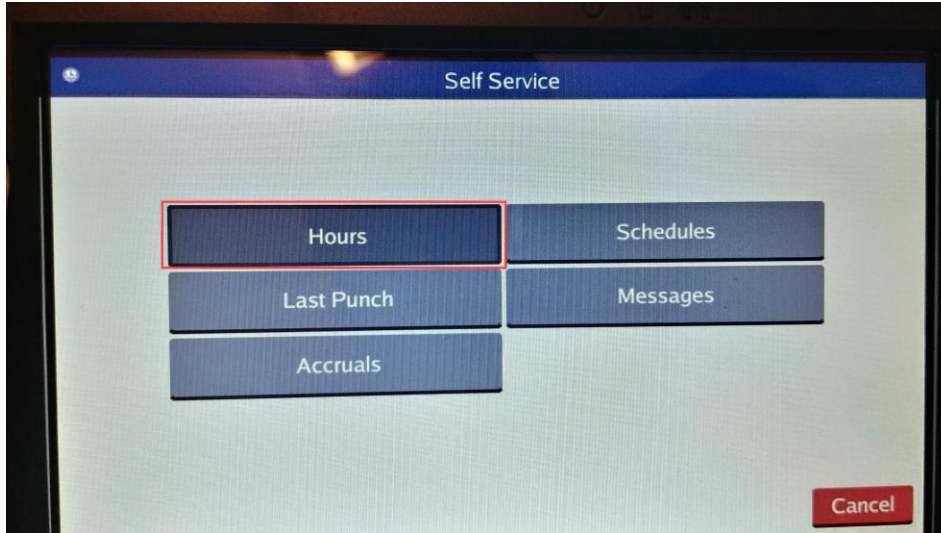
- Click **Self Service** from the main time clock page.



Approving Time from Self Service

Time must be approved by both the employee and supervisor prior to being transferred to payroll.

- To approve your time from the time clock, navigate to **Self Service**.
- Click **Hours**.



Here you can review all punches (time entered).

- To approve, check the **Aprv** box.



Note: Approval is required for each individual line.

- Click **Close** when finished.

