

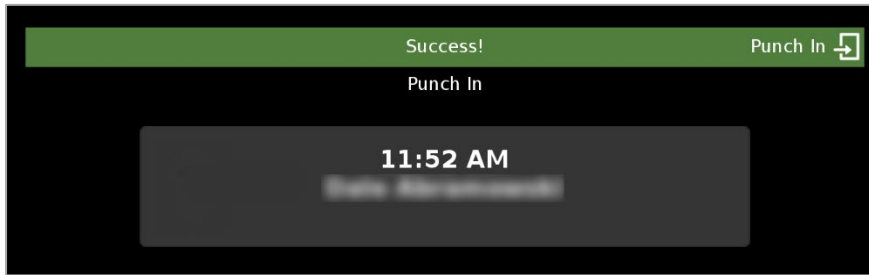
Process for using Workforce Software Timeclocks

1. To Punch In and Punch Out:

Select **Punch In** at the timeclock. You will be prompted to swipe your badge.



Once you have swiped your badge, you will receive this confirmation:



At the end of your shift, select **Punch Out** at the timeclock and swipe your badge.



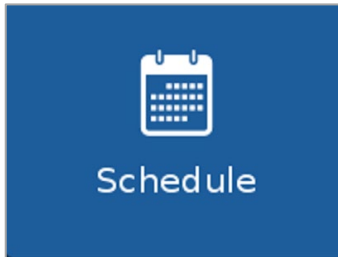
2. To View Bank Balances:

Select **Self Service**, then **Bank Balance**.



3. To View your Schedule:

Select **Self Service**, then **Schedule**.

**4.** To View your Punch History:

Select **Self Service**, then **Punch History**.

**5.** To View your Total Hours:

Select **Self Service**, then **Total Hours**.

