

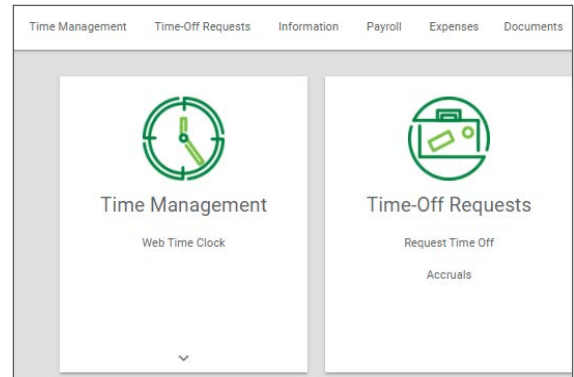
# Show Me How

## to Manage My Time on Web Time Clock

### TIME AND ATTENDANCE

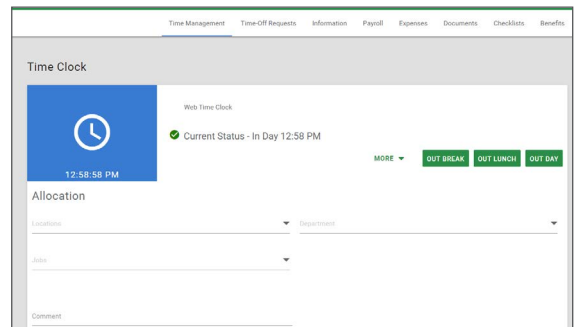
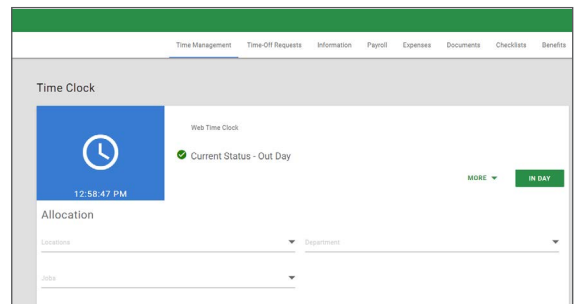
#### STEP 1

From the Time Management tile, click "Web Time Clock."



#### STEP 2

Click the appropriate punch option, such as "In Day." After clocking in or out, different options will display for your next punch, such as "Out Lunch" or "Out Day."



#### STEP 3

Not sure whether you are clocked in or out? Your current status appears next to the check mark icon.

