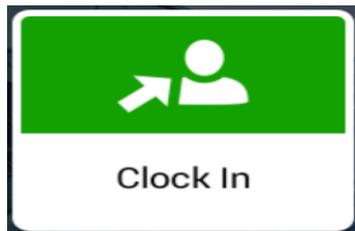




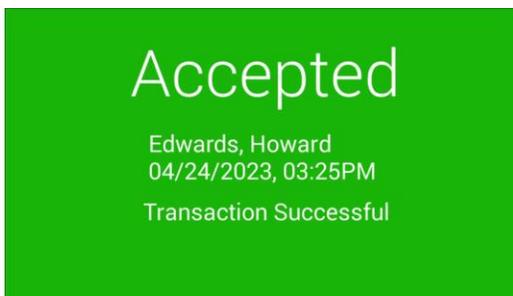
## Punch In and Out with Meal Attestation – Clock

For employees using a timeclock, the employee’s badge is required to punch in and out and must always be in working condition.

When you begin your shift tap the **Clock In** soft key. Next, hold your badge over the proximity reader on the **right side** of the clock.



- i. If the device reads the badge successfully, the LED flashes **green** and the speaker emits a tone and an **“Accepted”** message appears.
- ii. If the badge read is unsuccessful, the LED flashes **red**, the speaker emits a different tone, and an error message appears on the screen. Wait until the message times **out or tap the X** to close the message. Then re-attempt the badge read.

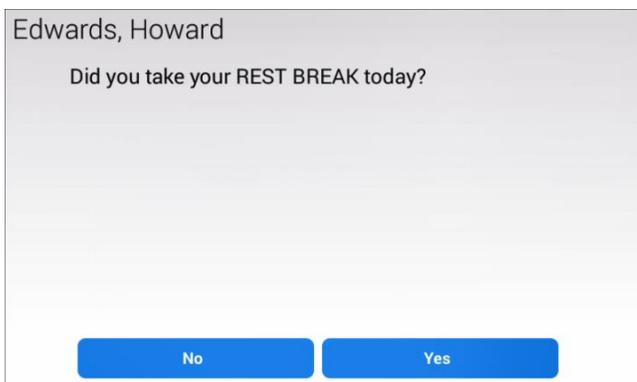


***Note: If you have missed punches, you will be prompted to correct them. See the Punch with Missed Punch Attestation job aid.***

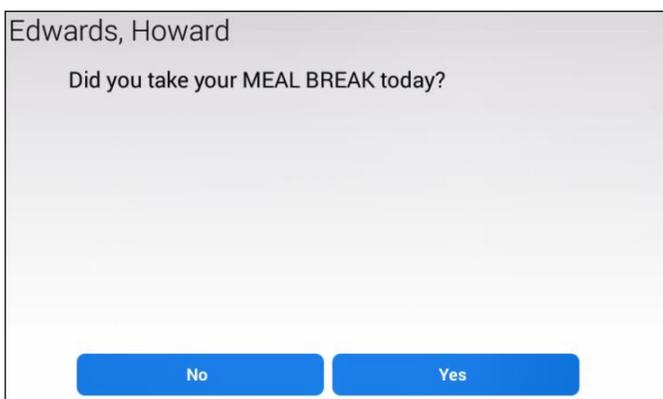
At the **end** of your shift, you will **Tap** the **Clock Out** soft key on the clock. Next, hold your badge over the proximity reader on the **right side** of the clock.



1. You will be prompted to indicate if you have taken your rest break. Tap **Yes** if you have taken your rest break (**If you say, no then please refer to bottom page for next steps.**)

A screenshot of a mobile application interface. At the top, the name "Edwards, Howard" is displayed. Below it, the question "Did you take your REST BREAK today?" is shown. At the bottom, there are two blue buttons: "No" on the left and "Yes" on the right.

2. Next, you are prompted to indicate if you took your meal break. Tap **Yes**, an acceptance message appears.

A screenshot of a mobile application interface. At the top, the name "Edwards, Howard" is displayed. Below it, the question "Did you take your MEAL BREAK today?" is shown. At the bottom, there are two blue buttons: "No" on the left and "Yes" on the right.

**Note: Depending on your length of shift and policy, you may be prompted to indicate the number of meals and breaks you missed.**

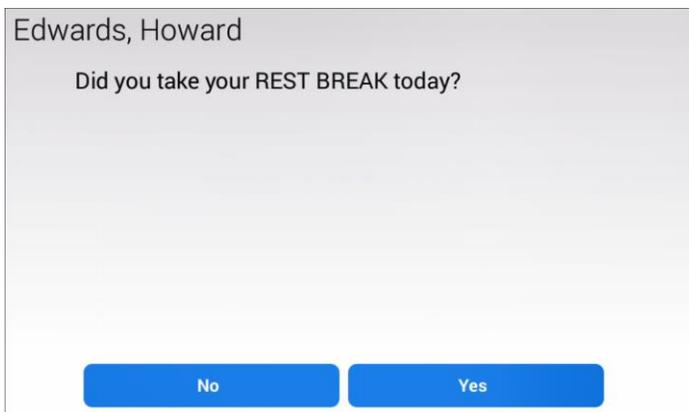
**Clock Out When No Rest Breaks or Meal Breaks were Taken.**

If you were unable to take your rest or meal breaks you will receive additional prompts to explain why.

1. Tap **Clock Out** to end your shift.



2. Next, hold your badge over the proximity reader on the **right side** of the clock. You will be prompted to indicate if you have taken your rest breaks. Tap **No** if you have not taken your rest break.



3. Tap the reason you did not take your rest break; Select Company request or My decision.

Edwards, Howard

Why didn't you take your REST BREAK?

Company request My decision

4. Next, you are prompted to indicate if you took your meal break. Tap **No**, you are prompted to specify a reason.

Edwards, Howard

Did you take your MEAL BREAK today?

No Yes

5. Tap the reason you did not take your meal break; Select Company request or My decision. An acceptance message appears.

Edwards, Howard

Why didn't you take your MEAL BREAK?

Company request My decision

6.

**After you answer questions your Clock Out will be Accepted.**