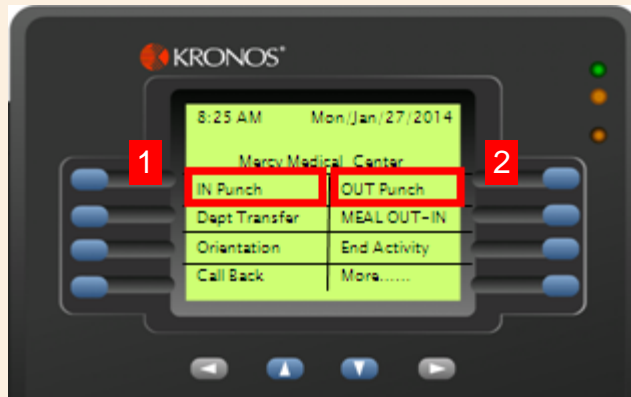


Time clock Attestation

Clocking IN & OUT for Shift

1. When **clocking IN** to start shift, **press soft key** next to **IN Punch** selection and **swipe badge**
2. When **clocking OUT** to end shift, **press soft key** next to **OUT Punch** and **swipe badge**
3. When clocking out at the end of your shift, you will be asked to attest as to whether you were able to take your 30 min uninterrupted meal break
 - “**Did you take an uninterrupted meal break during your shift?**”
4. Press **upper left hand** soft key for **YES**
5. Press **second upper left hand** soft key for **NO**
 - If you answer **No**, an OUT punch will be created and **your manager will receive an email indicating you did not receive a meal break** and your meal deduction will be canceled automatically



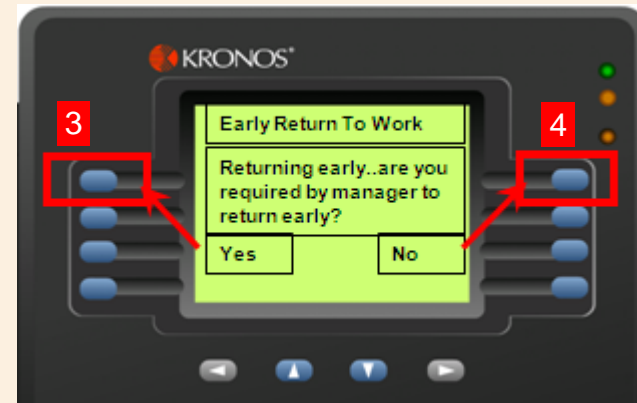
NOTE: When you answer **No** to not getting an interrupted meal break, you are attesting to not getting a full 30 min meal break.

NOTE: If immediately **transferring** into another department or Work Rule upon arrival, **ONLY** select the transfer button, **do not hit In Punch and then do the transfer.**

Time clock Attestation

Clocking IN for Shift and leaving for a Meal break

1. When **clocking IN** to start shift, **press soft key next to IN Punch selection and swipe badge**
2. **If leaving campus** for your meal break, **press the soft key next to Meal OUT/IN selection and swipe badge**
 - When **returning from Meal break select MEAL OUT-IN soft key, swipe badge.**
 - **If clocking IN before the required 30 minutes has passed, system will prompt you that you are returning early and you will need to follow the prompts to clock back IN early or return later to clock IN.**
3. **If you are required to return to work early** because you were instructed to do so by your manager, **press the UPPER LEFT HAND SOFT KEY - “Yes, required to return early”.**
4. If you have **returned early and not required** to do so, **press UPPER RIGHT HAND SOFT KEY - “I’ll return later”** button.



NOTE: When you select, “Yes, I am required to return early”, you are attesting that you were not able to take a full 30 minutes for your meal .

NOTE: If you are not required to come back early and you select “I’ll return later”, **don’t forget** to come back to the timeclock, press MEAL OUT-IN soft key and swipe back in.

NOTE: If you need to **transfer** to another department or Work Rule upon return from Meal Break, you will need to **perform 2 transactions.** First, select **MEAL OUT-IN** button to attest for Meal Break, then perform **transfer.**