



CLOCKING IN DURING ORIENTATION OR EDUCATION

During orientation periods and educational days, you must clock in using a different time code unless already assigned in the shift in WFM.

IPAD

To Clock In during orientation or education:

1. Enter Employee ID
2. Click Advanced
3. Click the drop-down menu
4. Click Time Code
5. Click Orientation or Education
6. Click Submit

To Begin Meal:

1. Enter Employee ID
2. Click Start Meal

To End Meal:

1. Enter Employee ID
2. Click Advanced
3. Click the drop-down menu
4. Click Time Code
5. Click Orientation or Education
6. Click Submit

To Clock Out:

1. Enter Employee ID
2. Click Clock Out

Note** If an employee clocks out during orientation for any reason (travel, leaving campus, etc.), when clocking back in, they must follow the steps to click in during orientation or education again.

ETM/TIMECLOCK

To Clock In during orientation or education:

1. Log on to computer
2. Double-click TimeClock icon on desktop
3. Use 2-factor to log in
4. Click Change Time Code
5. Click Orientation or Education
6. Click Done

To Begin Meal:

1. Click Change Time Code
2. Click Meal
3. Click Done

To End Meal:

1. Click Change Time Code
2. Click Orientation or Education
3. Click Done

To Clock Out:

1. Click Clock Off