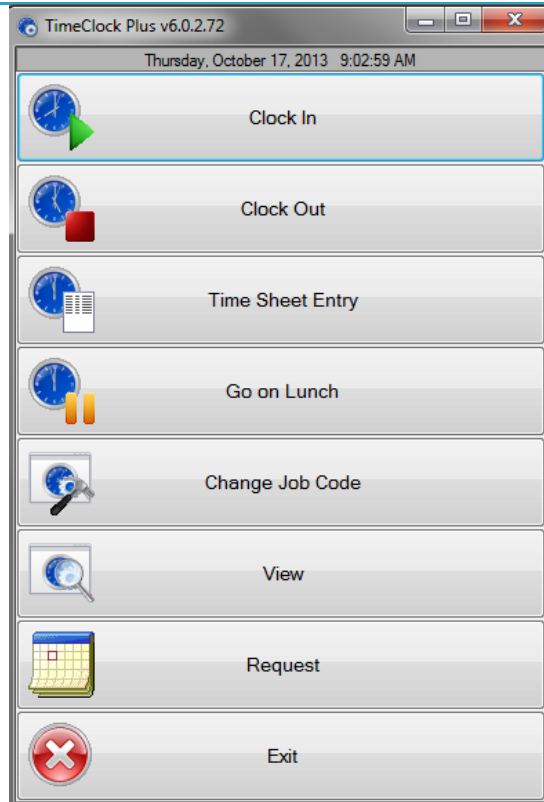
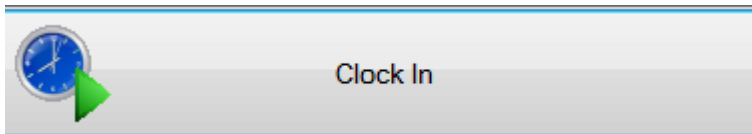


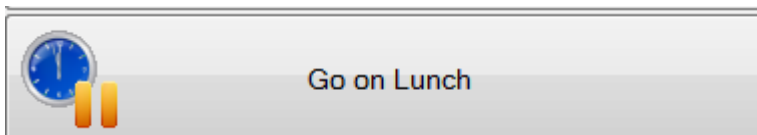
Touch Screen Clock



1. When arriving to work - To Clock In, Tap on



2. Look for confirmation, continue, Success!
3. EXAMPLE: If an employee is to arrive at work at 7:30am, and clocks in at 7:32am the system will still clock you in at 7:30. If you arrive after 7:38am, the system will round up your time to 7:45am. So after 7:37:59 you are late for work, and will round up to the quarter time.
4. When going to lunch break – To Go on Lunch, Tap On

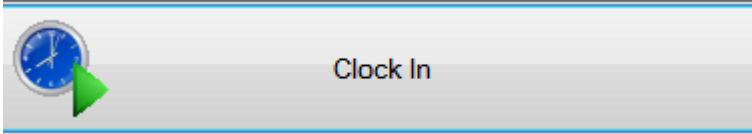


Look for confirmation, continue, Success!

EXAMPLE: If an employee is to go to lunch at 12:00, and clocks in at 1:07pm the system will still clock you in at 1:00. If you arrive after 1:08pm, the system will round up your time to 1:15pm. So after 1:07:59 you are late for work, and will round up to the quarter time.

System will auto log you off after 3 minutes on inactivity.

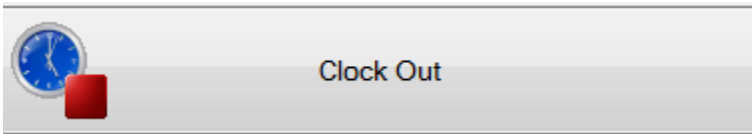
5. When returning from lunch – To Clock In, Tap On



Look for confirmation, continue, Success!

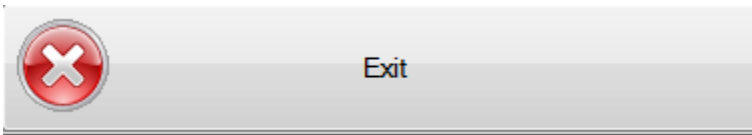
EXAMPLE: If an employee is to go to lunch at 12:00, and clocks in at 1:07pm the system will still clock you in at 1:00. If you arrive after 1:08pm, the system will round up your time to 1:15pm. So after 1:07:59 you are late for work, and will round up to the quarter time.

6. When leaving work, To Clock Out, Tap on



- 7.

8. To Log Off simply, Tap EXIT

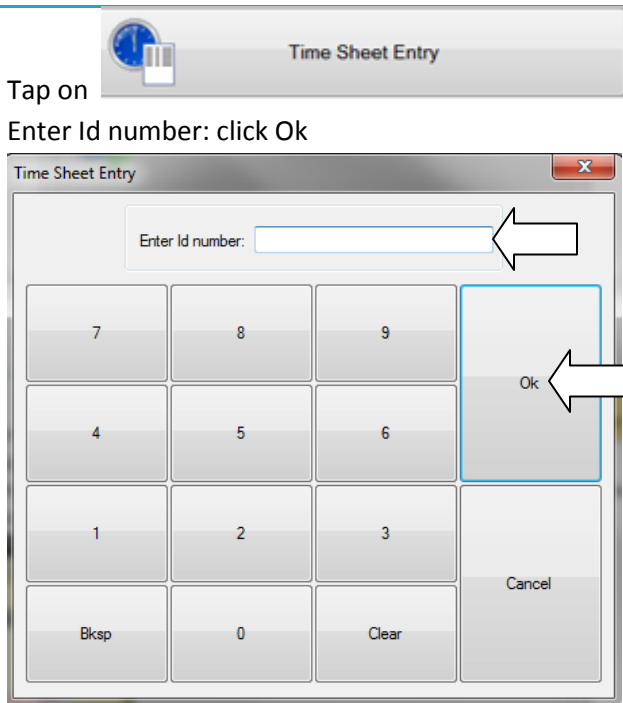


System will auto log you off after 3 minutes on inactivity.

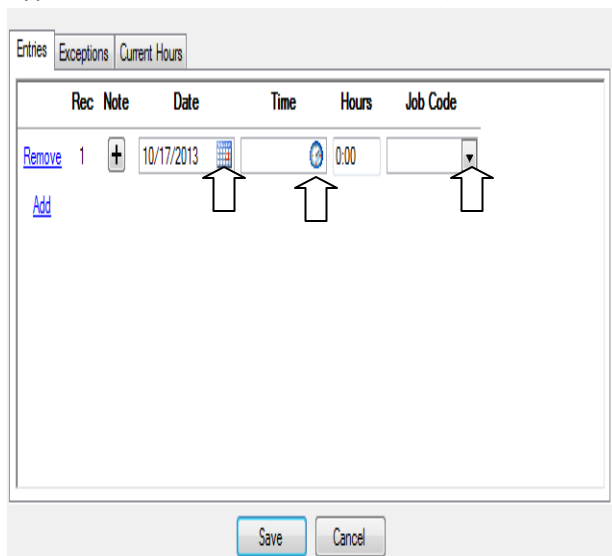
Time Sheet Entry –

To be used when you need to be off or leave work

1. Tap on
2. Enter Id number: click Ok



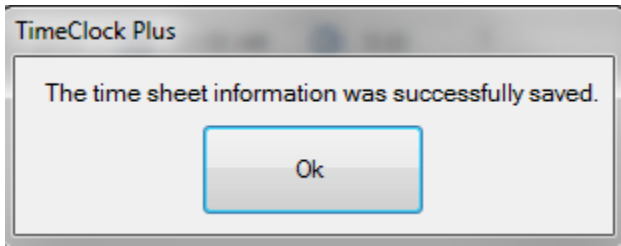
3. Enter Date, Time, Hours, Job Code
You can manually type Date & Time or use icons.
Type in # of Hours, and Set Job Code(select from drop down box)- Click SAVE



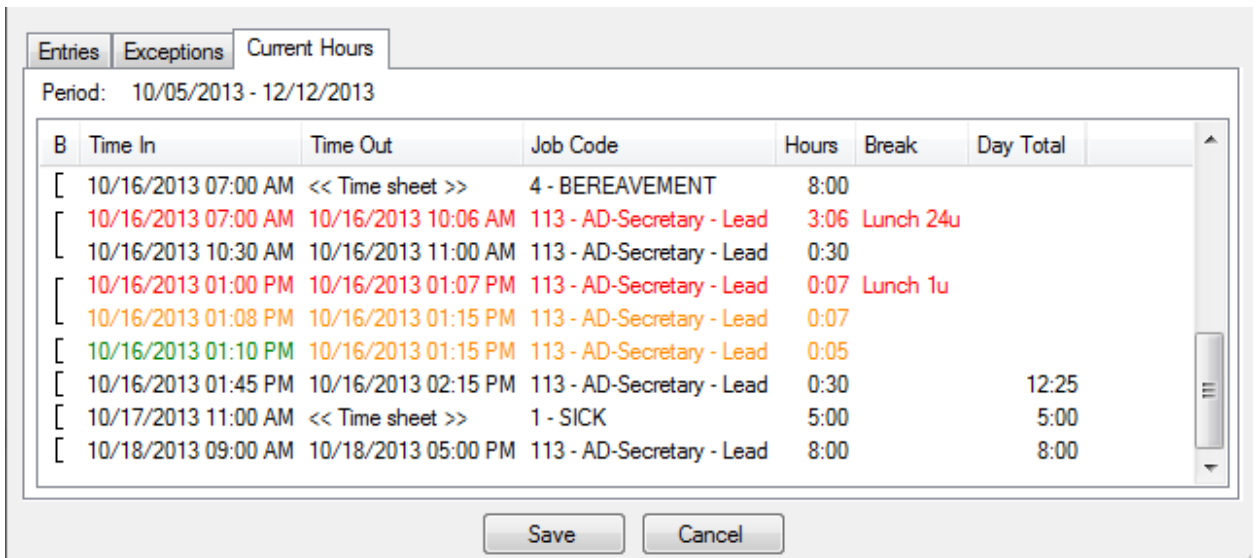
Rec	Note	Date	Time	Hours	Job Code
Remove	1	10/17/2013		0:00	

System will auto log you off after 3 minutes on inactivity.

4. You will receive a confirmation window:



5. You can always check your entries, but click on Time Sheet Entry, then select Current Hours. Use scroll bar to scroll down to check your entries and/or requests. Click either Save or Close to Exit.



System will auto log you off after 3 minutes on inactivity.

Change Job Code – To be used when you have more than one job with MCCSC

1. Tap on Change Job Code,



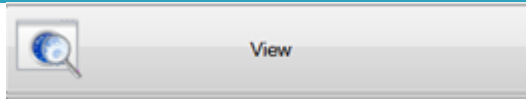
2. Enter Id number: click Ok

A screenshot of a "Change Job Code" dialog box. At the top, there is a title bar with the text "Change Job Code" and a red "X" close button. Below the title bar is a text input field labeled "Enter Id number:" with a white arrow pointing to it from the right. Below the input field is a numeric keypad with buttons for digits 0-9, "Bksp", and "Clear". To the right of the keypad are two buttons: "Ok" and "Cancel". A blue border highlights the "Ok" button, and a white arrow points to it from the right.

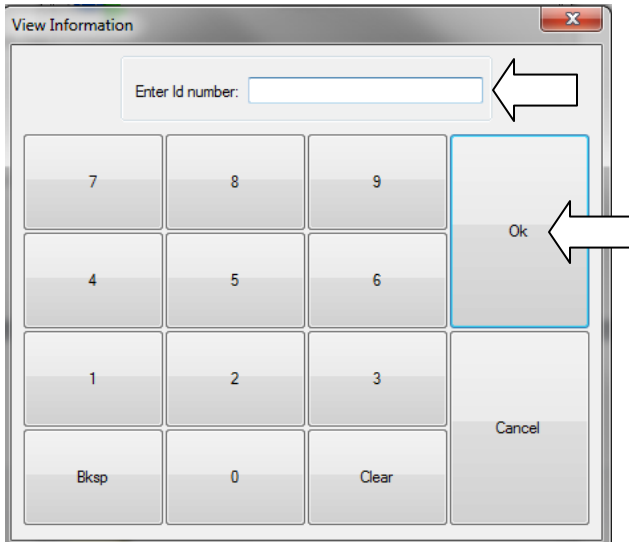
EXAMPLE: If you have more than one job with MCCSC, you stay clocked in but change your job code to go to another job you are assigned to.

System will auto log you off after 3 minutes on inactivity.

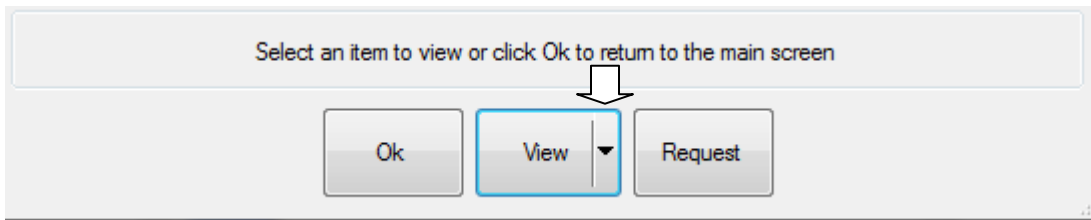
VIEW



1. Tap on VIEW,
2. Enter Id number: click Ok



3. Tap on Down Arrow next to View

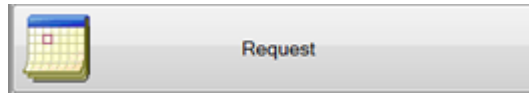


You can View: Hours, Last Punch, Accruals, Messages from Managers of approved time off, etc.

4. You can also request time off, by Taping Request, detailed instructions on next page

System will auto log you off after 3 minutes on inactivity.

Request



1. Tap on Request,
2. Enter Id number, click Ok

A dialog box titled "Request Entry" with a close button (X) in the top right corner. It contains a text input field labeled "Enter Id number:" with an arrow pointing to it. Below the input field is a numeric keypad with buttons for digits 0-9, "Bksp", and "Clear". To the right of the keypad are two buttons: "Ok" (highlighted with a blue border and an arrow pointing to it) and "Cancel".

3. Fill in items next to the arrows:
4. You can use calendar or time icons for selection, or for time simply type 7a then enter for 7:00am or 4p then enter for 4:00pm

A form titled "Time-off Request" with a "Current Requests" tab. It contains a text area with instructions: "A time-off request is a request for leave during a defined time period. If the request is approved it can be automatically added to the schedule." Below this are several input fields: "Date:" with a calendar icon, "Starting time:" with a clock icon, "Ending time:" with a clock icon, "Days:" with a dropdown menu showing "1", "Leave code:" with a dropdown menu, and "Notes:" with a text input field. A "View Balances" button is located to the right of the "Leave code" field. At the bottom are "Ok" and "Cancel" buttons. Arrows point to the Date, Starting time, Ending time, Days, Leave code, View Balances, and Ok buttons.

5. You can View Balances, before submitting time off requests: Tap OK to close window,

System will auto log you off after 3 minutes on inactivity.

EXAMPLE: Notice system shows me my request is for Monday to Friday!

When entering consecutive days, make sure you look at this screen. If you enter consecutive days during the end of week and count 5 days, the system will put in for weekends as well. We do not work weekends, do make sure your dates are correct.

So, if I want off Friday, October 18th, I will request 1 day off.

Then I want off the week of October 21st, following week. I will enter 5 consecutive days, the week of October 21st.(to count actual work days, and not weekends).

The screenshot shows a 'Time-off Request' form with two tabs: 'Time-off Request' and 'Current Requests'. Below the tabs is a text box explaining that a time-off request is for leave during a defined time period and can be added to the schedule if approved. The form includes several input fields: 'Date' (10/21/2013), 'Starting time' (08:00 AM), 'Ending time' (05:00 PM), 'Days' (5), 'Leave code' (2), and 'Notes' (Test). A 'Request Details' section shows 'Monday 10/21/2013 to Friday 10/25/2013' and 'Request will be submitted for 5 day(s)'. There is a 'View Balances' button and 'Ok' and 'Cancel' buttons at the bottom.

6. Tap Ok

7. Again, make sure you agree with dates entered on the screen:

A confirmation dialog box titled 'TimeClock Plus' with the text 'Are you sure you want to submit this request for 5 day(s)?'. It has two buttons: 'Yes' and 'No'.

Click Yes

A success dialog box titled 'TimeClock Plus' with the text 'The request has been submitted.' and an 'Ok' button.

Tap Ok

System will auto log you off after 3 minutes on inactivity.