Web Clock/Report Time Entry

Clock In/Out/Meal

NOTE: If you have multiple jobs, you will need to select the correct job from the dropdown.

1. Review the Last Action.
   NOTE: If a punch was missed you need to contact your supervisor.

2. Select the Punch Type of In/Out/Meal.

3. Click Submit.

4. Last Action will be updated.

5. Click the Actions List (3 vertical dots) in the upper right corner and select Sign Out.