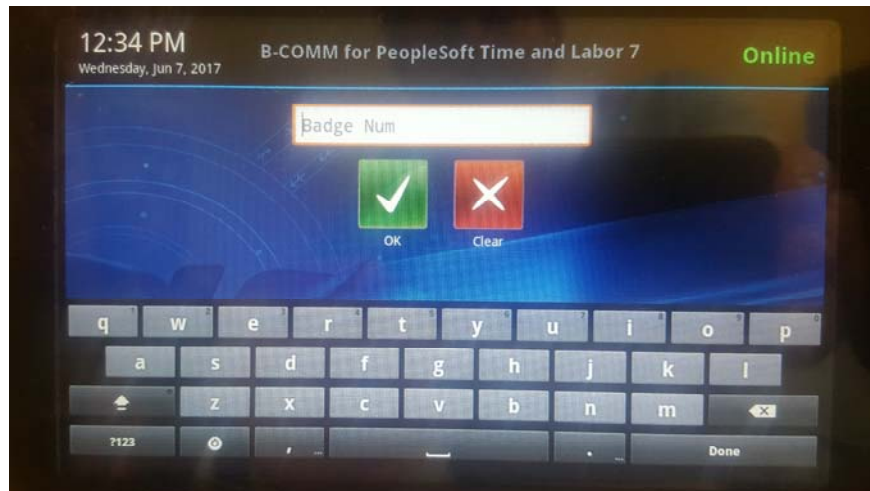# Time Clock Employee Experience

Utilizing a Time Clock

1. This is what an employee will see when approaching a time clock.
2. The employee should enter their credentials into the time clock (swipe your badge, hold your RFID technology up to the scanner, etc.)


3. When starting a shift for the day an employee will see the **Clock In** and **Quit** function.
   a. The **Clock In** option will clock an employee in for the day.
   b. The **Quit** option will take the employee back to the time clock home screen.

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4. When the employee is ready to perform another action on the time clock after a successful Clock In the employee will see the following options:
   a. **Clock Out:** will clock an employee out for the day.
   b. **Meal:** will clock an employee out for a meal break.
   c. **Quit:** will take the employee back to the home screen of the time clock.
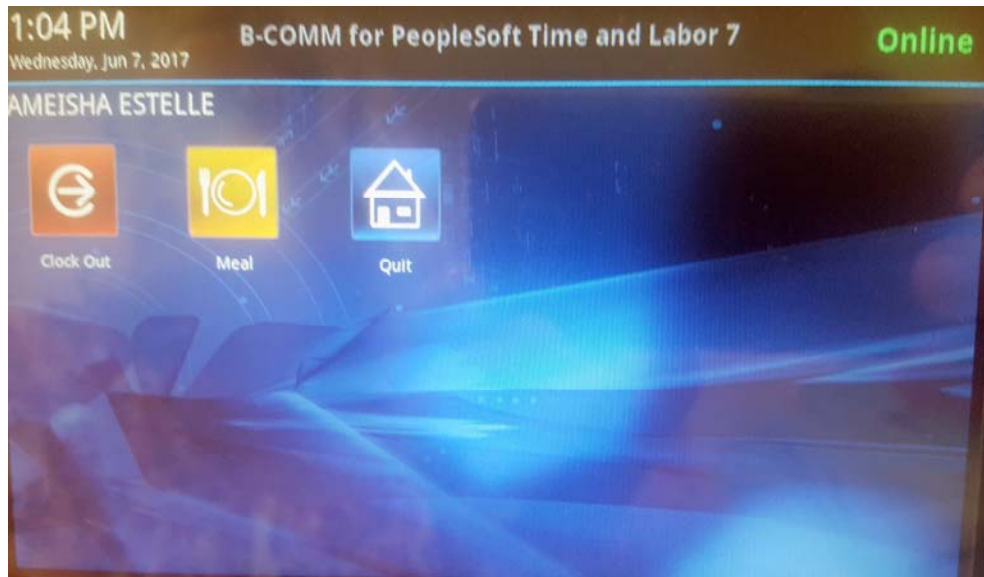
5. From the screenshot above if the employee chooses **Meal,** when the employee returns from a meal, the employee will see the option (see screenshot below) to **Clock In** which will resume the employee's worked hours or **Quit** which will take the employee back to the home screen.

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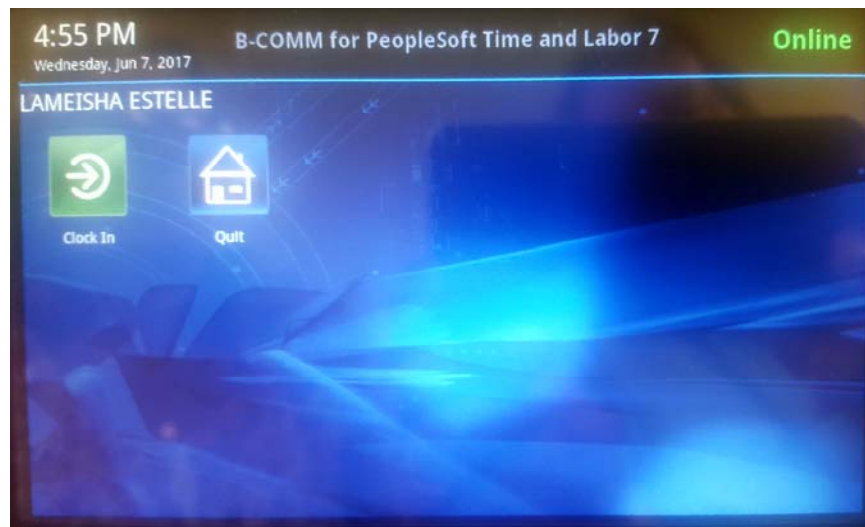
6. When the employee is ready to clock out for the day these are the options the employee will see and the employee should select **Clock Out** to end time working for the day.
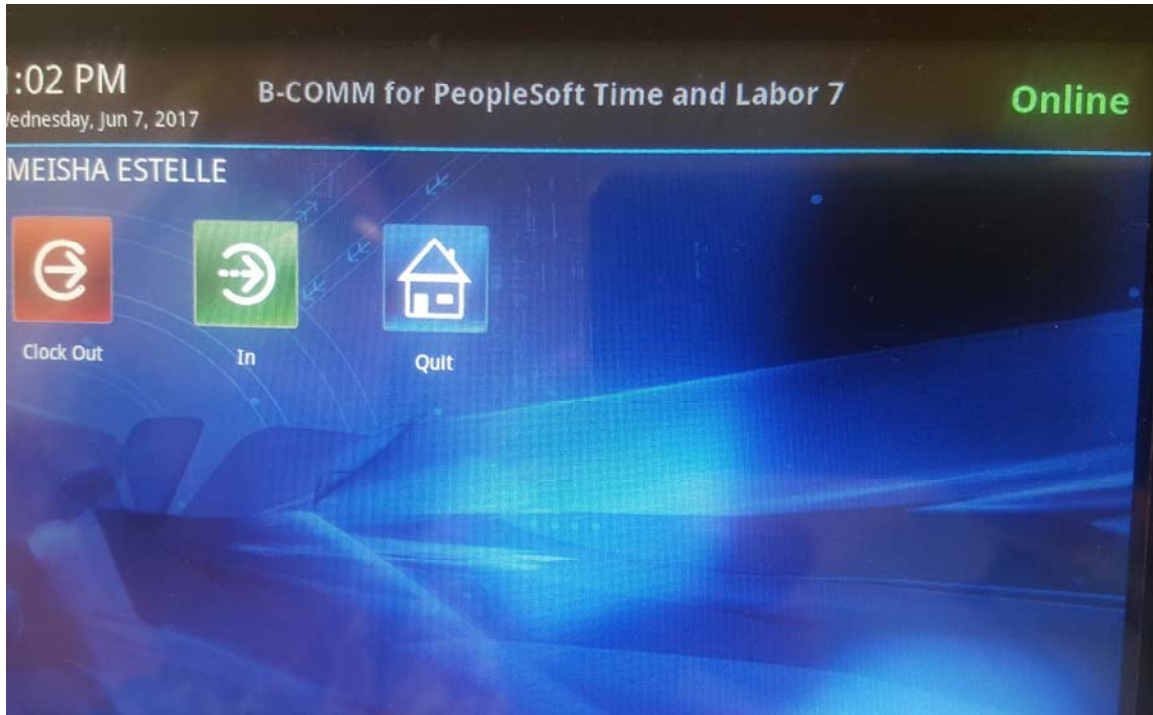
FAQS

1. A Meal punch out is not considered a Clock Out punch for the day.
2. It is important to remember that the non-benefited casual labor student assistants would be required to only Clock In and Clock Out.

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