

LOCATING THE  
TIME CLOCK



**FINDING THE CLOCK | COLUMBUS ENGINE CENTER**

The Kelly Employee Time Clock in the Columbus Engineering Center can be found in Gate 1, in between the pillars marked as C4 and C5 near the locker area across from the Gate 1 supervisor cubical/desk area.

- The time clock is a tablet mounted on a structural pole near the blue badge clock in computer.

**LOCATING THE CLOCK:**

- As you enter through the employee parking lot building entrance, through the metal gates. At the yellow lines marking the safe walking area you will turn right and walk towards the lockers.
- You will walk about 10 feet past the G1 manager/supervisor cubes.
- The time clock is mounted on a pole on the left side of the isle before you reach the corner area of the gate 1 cell area.

TIME CLOCK  
OPERATIONS

**WHEN TO USE THE CLOCK:** You are required to clock in at the beginning of your shift and out at the end.

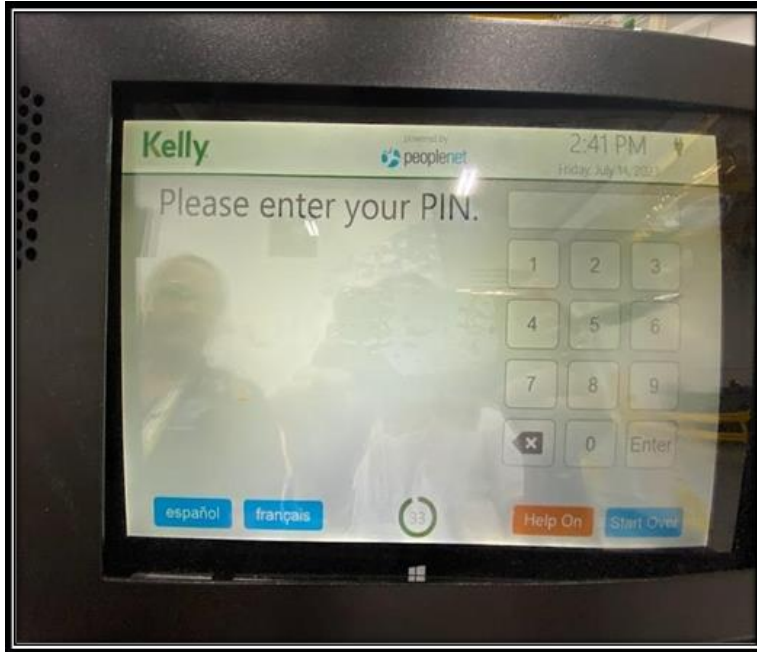
**BREAKS:** You are not required to clock in and out for breaks and or lunches. The clock auto deducts 30minutes each shift for your lunch break.

**MISS A PUNCH:** If you miss punch, you are to contact your Kelly TA and let your manager/lead know.

**CLOCK NOT WORKING:** If the time clock doesn't appear to be working, please open the outside black shell holder. Hold the power button down with the volume button down until the screen turns black for reset. If that does not work, please contact your Kelly TA.

## Clock Operations- Step by Step

### Screen 1- PIN Screen



### Step 1- Action Enter your PIN

**Your PIN is the last 4 digits of your social security number.**

- Type in the last 4 digits of your social security number
- Press enter to advance to next screen

### Screen 2- Home Screen



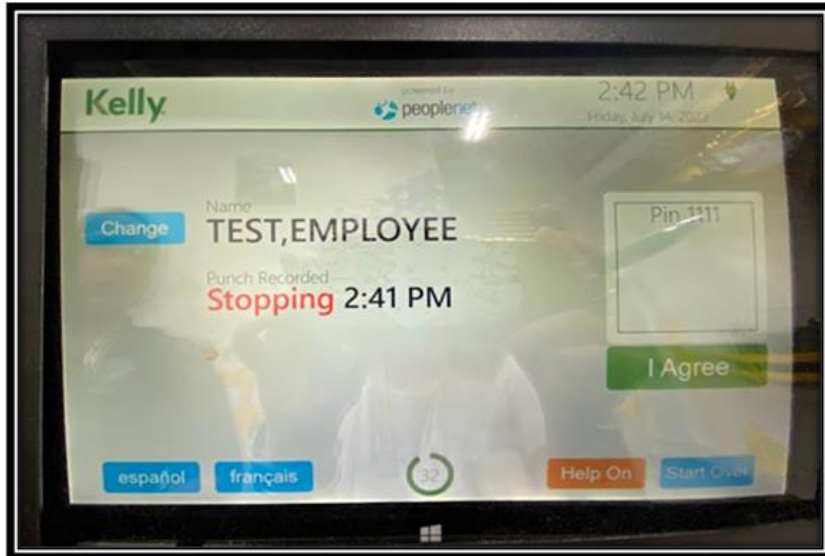
### Step 2 Action Clock In/Out

**Select what action you would like to take and or the start over button to refresh the screen.**

- **To Clock In:** Select the green button: In- Start Work
- **To Clock Out:** Select the red button: Out- Stop Work

NOTE: If this is your 1st week after NHO you are already in the system. DO NOT select the new employee option.

**Screen 3-  
Confirm  
Screen**



**Step 3- Action  
Last Step-  
Confirmation**

**You must select I Agree to record your punch in/out action.**

This screen shows you start/stopping to alert you what action has been recorded.

**NOTE:** If you missed a punch, this would be the screen that would notify you of the error.

**Example:** If you are locking in and the clock states stopping in red, you must have forgot to clock out the shift before and should notify your Kelly TA.

**Other**

**Signing up for text notifications from the time clock system**

- **Enter your PIN and from the 2<sup>nd</sup> Screen, select settings.**
- In settings you can elect in personal notification preferences such as text notifications about your time weekly from this time system.

