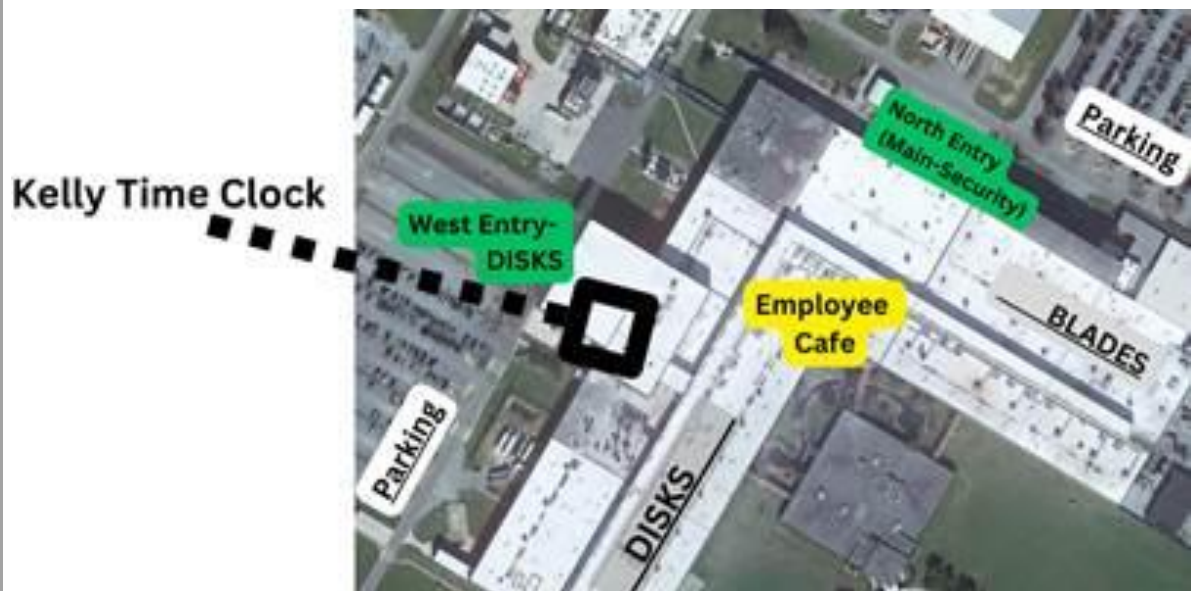


LOCATING THE
TIME CLOCK



FINDING THE CLOCK | FORGE- PLANT 1 BUILDING

- The Kelly Employee Time Clock in the FORGE Building for staff assigned to work inside the Plant 1- FORGE Building can be found in the TC5 area behind the MECoE manager offices, under stairwell. The clock mounted on a base stand and is tucked on the outside the refrigerator and the vending machine.

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.

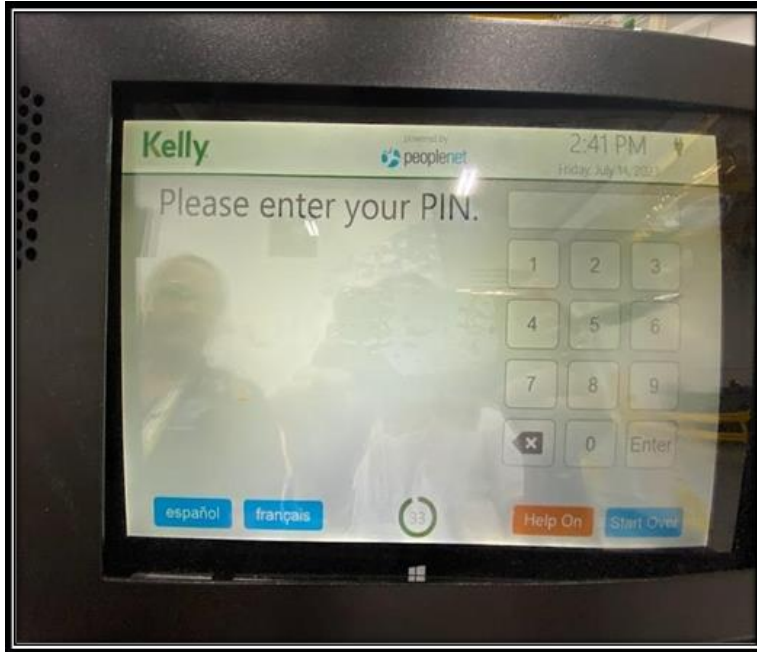
BREAKS: You are not required to clock in and out for breaks and or lunches. The clock auto deducts 30minutes each shift for your lunch break.

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



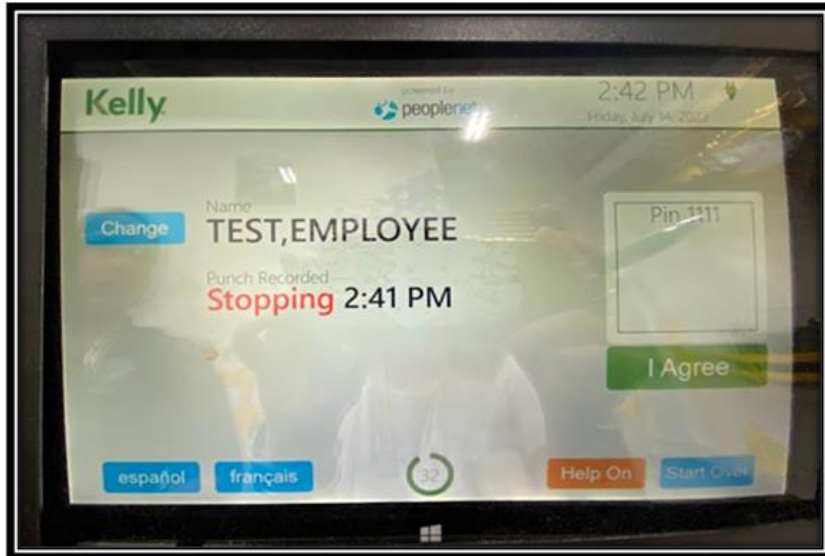
Step 2 Action Clock In/Out

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 2nd Screen, select settings.**
- In settings you can elect in personal notification preferences such as text notifications about your time weekly.

