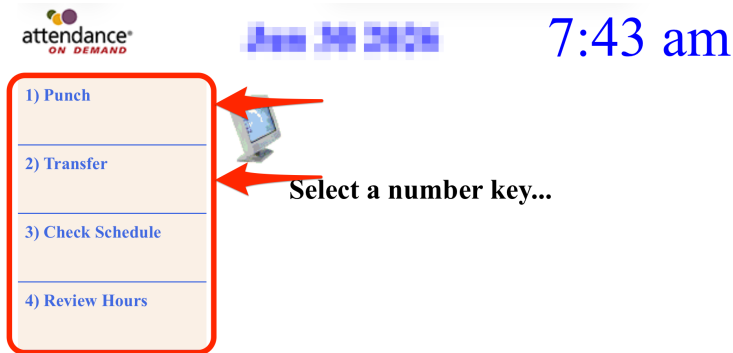


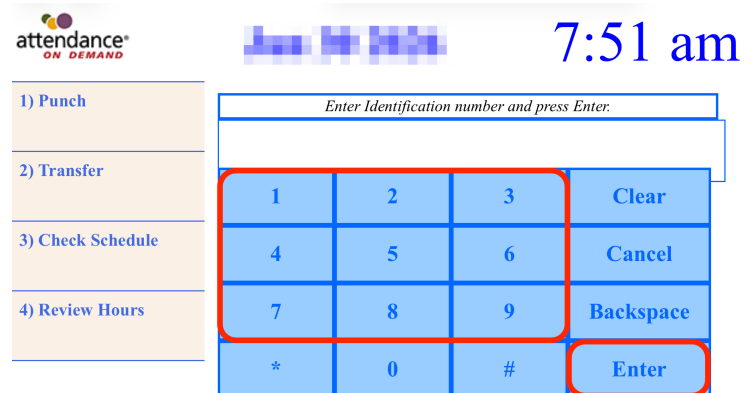
Using the iPad to “Punch-In”

Step 1: Wake the iPad if the display is off by double tapping the screen with your finger.

Step 2: Select the “Punch” or “Transfer” button on the left. If you haven’t punched in for the day or back in from lunch, you need to do so before transferring.

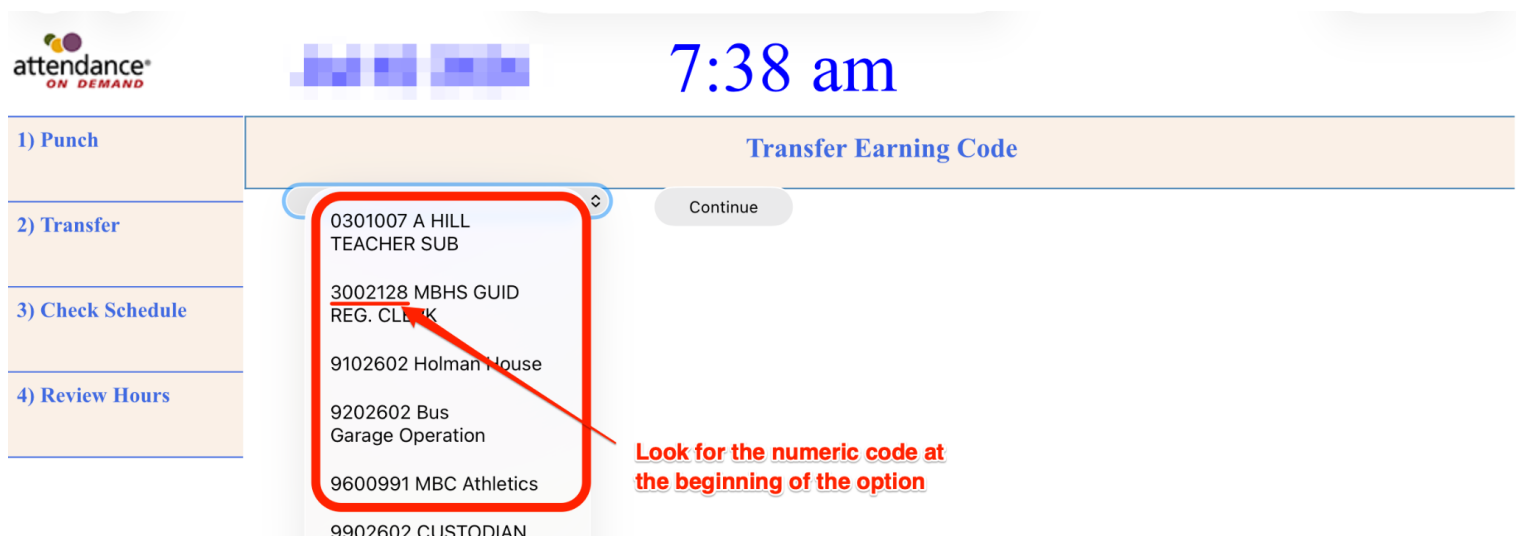


Step 3: Use the on-screen keypad to enter your employee number and then press the “Enter” button.



Transferring

Step 4: Tap the dropdown menu to select your “Earning Code” and press continue. Most common earning codes include the numerical code and are sorted at the top of the list. Look for the code that you are used to entering. If you don’t see your numerical code, search the list for the appropriate code. If you still can’t find it, please contact Kristi Leavitt in Payroll.



Once you are finished, the screen will automatically reset to allow another entry.