Timekeeping: Check in/out

Navigate to MENU tab and select TIME.

Menu ✕

Apps   Shortcuts
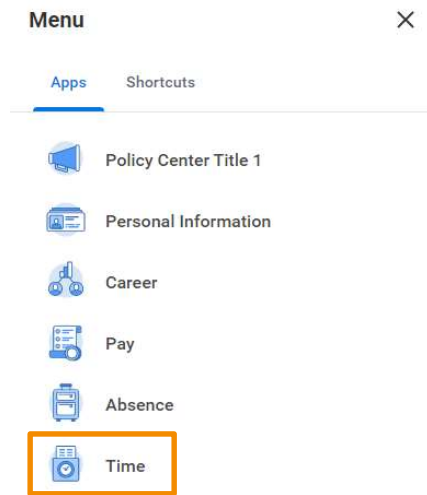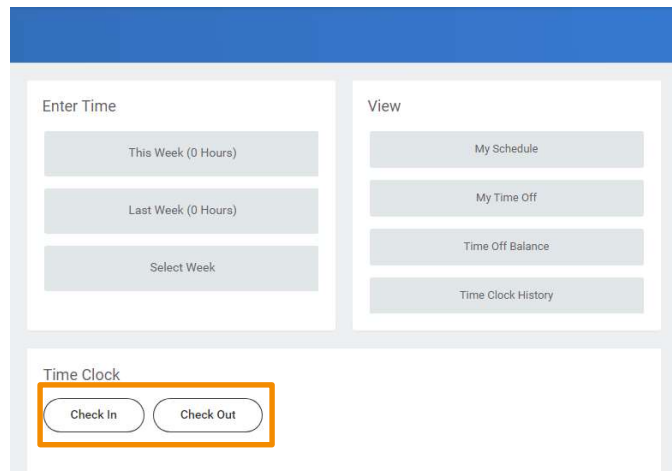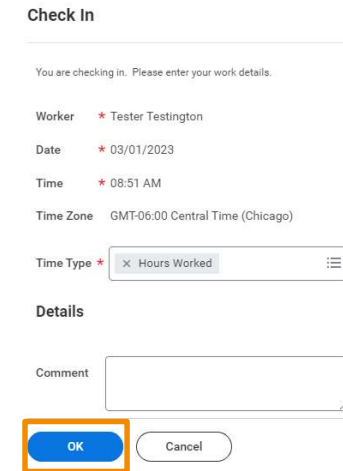
📢 Policy Center Title 1

🪪 Personal Information

⚗️ Career

📋 Pay

🧳 Absence

🕐 **Time**

Check in = use when clocking in from meal, break, or for the day

Check out = use when clocking out from meal, break or for the day

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

View

My Schedule

My Time Off

Time Off Balance

Time Clock History

Time Clock

(Check In) (Check Out)

CHECK IN

Simply confirm your clock in by clicking OK.

Check In

You are checking in. Please enter your work details.

Worker   ⭑ Tester Testington
Date   ⭑ 03/01/2023
Time   ⭑ 08:51 AM
Time Zone   GMT-06:00 Central Time (Chicago)
Time Type ⭑ ✕ Hours Worked

Details

Comment [   ]

(**OK**) (Cancel)

CHECK OUT

On the Check Out option, you will need to select a "Reason" (Break, Meal, Out). Then confirm your check out by clicking OK.

Reason

◯ Break
◯ Meal
◯ Out

CBE companies