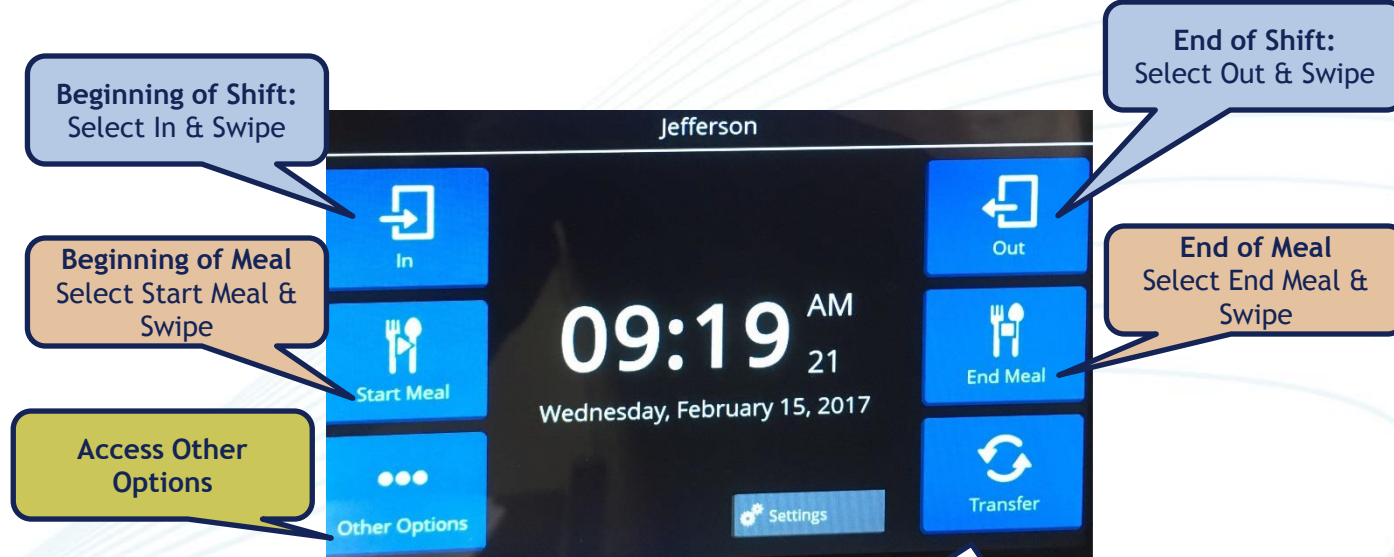


Time Clock Features

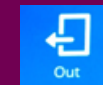


Start a shift in a Department other than Home:
Transfer and Swipe / Select Department / Next

Transferring during a shift to Department Other than Home Department:
Transfer and Swipe / Select Department / Next

Transferring back to Home Department:
Transfer and Swipe / Select Department / Next

End of Shift:
Select Out
and Swipe



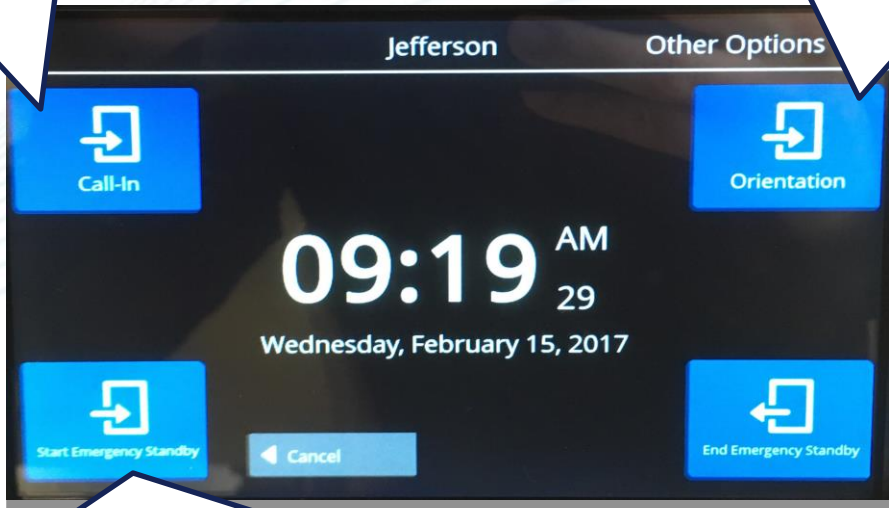
Time Clock Features - Other Options

Non Exempt employees Scheduled for On Call & called back to work Select Call in & Swipe

End of Shift:
Select Out and Swipe

For decentralize orientation
Select Orientation & Swipe

End of Shift:
Select Out and Swipe



At the Beginning of Emergency Stand By
Select Start Emergency Standby and Swipe

At the Beginning of Work Shift:
Select In and Swipe

At the End of Work Shift:
Select Out and Swipe

At the End of Emergency Stand By
End Emergency Standby and Swipe