Time Clock Instructions

Clocking In:

1. Press green **"Clock In"** button.
2. Swipe ID card, with magnetic bar facing to the right (your ID number will appear on the screen) and hit **"Yes/Enter"**.
3. Press the **"Yes/Enter"** button. A green check mark will appear to the right of the display when completed successfully.

Clocking Out:

1. Press red **"Clock Out"** button.
2. Swipe ID card, with magnetic bar facing to the right (your ID number will appear on the screen) and hit **"Yes/Enter".**
3. Press the **"Yes/Enter"** button.

Missed a Clock Out?

The clock's display will indicate that you are clocking in without previously clocking out. Push the Yes/Enter button. **You will need to inform your supervisor who will need to fix the missed punch.**

Need Help?

Contact the Office of Technology Support at x5555 or ots@loyola.edu.