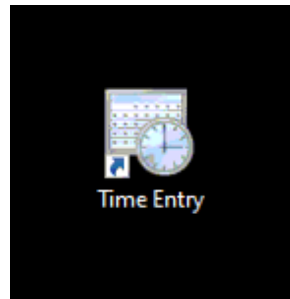




New HRIS/Payroll Login Instructions

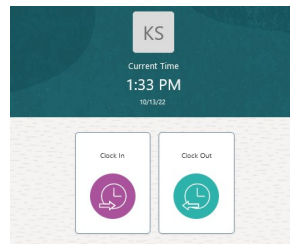
Enter the Computer Code: T!m3clock

Click on the Time Entry icon



Enter your User Name and Password

You will be sent directly to the web clock to punch in/out as needed



*****Make sure you log out when finished by clicking on your initials in the upper right hand corner of the screen and click Sign Out then Confirm*****

