Employee – 4500 Clock – Punching In and Out

For Employees with One Job

Step 1: Tap Badge and press index finger

Step 2: Users will see message prompt on screen:

![Accepted Punch](image1)

10:07AM
Fri May-22-2015

Multiple Job Employees

Step 1: Press the Multi-job Punch button

Step 2: Swipe Badge and press thumb

Step 3: The screen below will appear, user will then hit List button:

![Job or Assignment Transfer](image2)

Enter Badge ID
Enter Job or Assignment

Step 4: Hit the job that applies

Step 5: Users will then see message prompt on screen:

![Accepted Punch](image3)

10:07AM
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