Employee TimeClocks Instruction

Reynolds School District

Finance Department
1204 NE 201st Avenue, Fairview, OR 97024
Phone: 503-661-7200 Fax: 503-667-6932
www.reynolds.k12.or.us

07-31-2017

TimeClock Plus (Clock in – Out)

Computer

TimeClock Plus®

7/20/2017

10:22:07 AM

Select Company — Reynolds School District #7 1

External ID

(1) Punch when Start Work day — **CLOCK IN**

(4) **CLOCK OUT** — Punch when End of the day

(2) Punch when Start Lunch — LEAVE ON BREAK

(3) RETURN FROM BREAK — Punch when Return from Lunch

LOG ON TO DASHBOARD

Lunch

![Reynolds School District]

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07-31-2017

TimeClock Plus (Clock in – Out)   CLOCK

Punch when Start Work

Punch when End of the day

Punch when Start Lunch

Punch when Return from Lunch

Select Operation

NUT   Mr. Reynolds

Clocked out

Friday July 28, 2017 07:46:01 am

1 Clock In   4 Clock Out

2 Start Break   3 End Break

Code

Log Out