

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



	C			•	•			
1		E	nter ID Numb	er		07:44:51 am		
			Company: ID Number:	Reynolds S 91	ichool Distric	t #7_1		
TimeCl	ock I	Plus®				Continue		
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			X			19		
1. Enter you	ır	PEID	in ID N	lumber	9XXXX	x	then click	ENTER



PIN Entry was set up PEID + 00 (2 zero) (*Please change your PIN Number after first log in*)



0	Select	Operation	
	Friday July 28, 20	1010s 017 07:46:01 am	
	Clock In	Clock Out	
	Start Break	End Break	
	¢	Code	PEL:
			14
		Log O	ff

3. When you punch Clock In



4. The top screen will show "**Confirmation (Clock In)**" then click













- 1) When starting lunch
- **Start Break**

2) Select the option of Break Type



3) The top screen will show "Confirmation (Break _ M)" then click Continue





2) The top screen will show "Confirmation (Clock In)", on screen show Actual taken Break then click

Continue







NUTHATUALAUG	ration
NOTHATHATNIC	JLAESCU
Friday July 28, 2017	05:10:24 pm
Clock In	Clock Ou
Start Break	End Break
Change Job (ode
Self Servic	
	1111111111

1. When you punch

Clock Out



2. The top screen will show "Confirmation (Clock Out)" then click Continue

