Employee First Time Login

Every employee shares the same Company Login.

Each employee has his or her own Username.

First Time Login: If Admin has not assigned a password, leave the password field blank. It will prompt you to create a password for future use.

*Passwords are case sensitive.

Employees:
Enter your Company Login and Username. If you are unsure of these, ask your Administrator. Leave the password field blank the first time you log in, unless your Admin has assigned a password to you.

Admins:
The Company Login can be found under the Setup tab, in Login Setup. The Username can be found under the Setup tab, in Employee Setup.
Step Three:

View Timecard

Clock In here

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Type</th>
<th>Entry Note</th>
<th>Day</th>
<th>Week</th>
<th>Pay Period</th>
<th>Payroll Hours</th>
<th>Mileage</th>
</tr>
</thead>
</table>

The current time is 4/27/2016 12:55:22 PM

Entry Note: 

Clock In

See your clock-in time here

Click here to view your total hours so far

Clock Out here

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Type</th>
<th>Entry Note</th>
<th>Pay Period</th>
<th>Payroll Hours</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 4/27/2016</td>
<td>12:57 PM</td>
<td>Time So Far</td>
<td>0h 0m</td>
<td>Work</td>
<td></td>
<td>Salary</td>
<td></td>
<td></td>
</tr>
</tbody>
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The current time is 4/27/2016 1:03:40 PM

Clock Out