Staff Clock-In / Out Using the Clock

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Staff Clock-In Using the Clock

To check-in, staff should:

1. Launch the Clock.

2. Select a **Location**.

3. PIN code is entered using keyboard or onscreen PIN pad and **Submit**. Staff member will see their name, Staff Login Message (if applicable), and Staff News (if applicable).

4. Click **Clock-In**.

5. The date & time screen will open displaying the date & time of clock in. Click **Finish** to re-set the Clock for the next user.

Staff Clock-Out Using the Clock

To clock out, the staff member should launch the clock and follow the same steps as clocking-in. Since the staff member has already clocked in, the only option showing will be *Clock-Out*.

Jackrabbit records the day, time, and PIN code of the person who performed the clock in / out. The total hours worked are also calculated in the Staff Attendance Report. See **Clock Reports** .