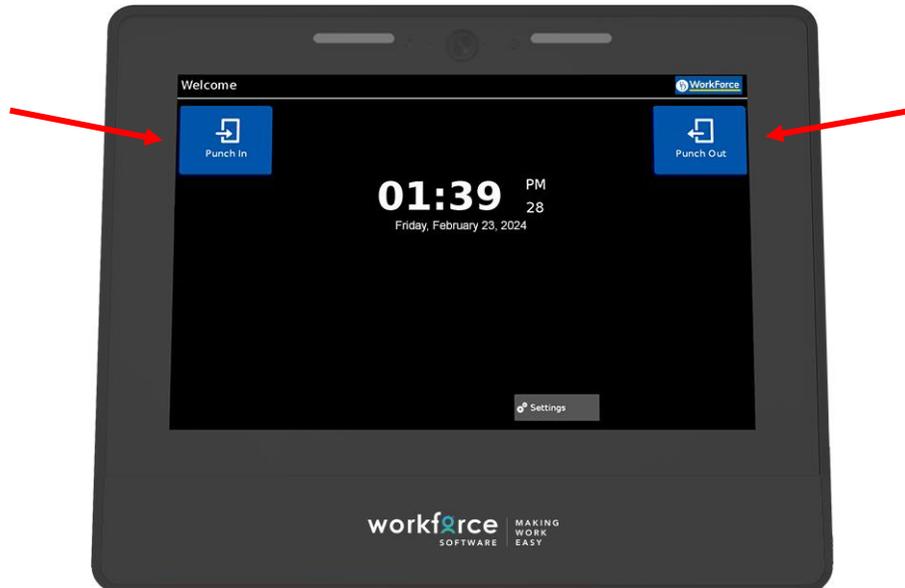
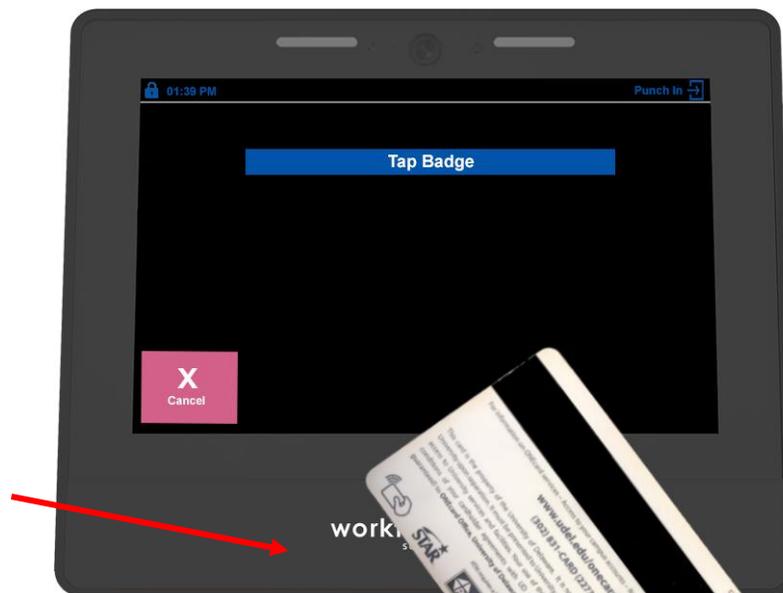


## 1. Select an option:

- **Punch In** is on the left.
- **Punch Out** is on the right.



## 2. Tap your UD ID card at the bottom of the terminal where it says, **Workforce Software/Making Work Easy**.



## 3. Punch Success

- The screen will show your name and the time of your punch in or punch out.

**PLEASE NOTE:**

- **Punch in/Punch out** are the only functions on the terminal. This appears as “regular time” on your timesheet.
- If you are clocking-in for a **call-in** or adding **scheduled overtime**, manually add a time slice, or edit an existing slice on your timesheet. See job aids called:
  - *Timesheet – AFSCME 3472 Call-in Pay*
  - *How to Add Time for Scheduled Overtime (AFSCME 3472).*
- If the terminal is not working or damaged, notify an M&O manager as soon as possible.
  - The M&O manager can notify Sheila Boyle or the UD WorkForce team about the issue.