



**GO LIVE:
6/16/19**

Beginning June 16, 2019, Augusta University employees should clock in and out using this time clock.



Clocking In/Out

1. Scan badge at terminal.
2. Select appropriate action icon (Clock In, Meal Break, In, Clock Out).
3. View confirmation.

Action Icons



Clock In



Meal Break



In
(Return from
Meal Break)



Clock Out



Quit Action

