

WORKDAY QUICK GUIDE

PUNCH IN USING THE TIME CLOCK

1. Press **In** on the touch screen or on the keypad.

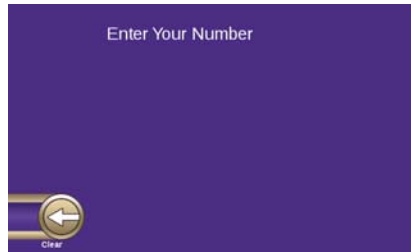


Or



2. Swipe your **Husky Card**,
Or
Enter your **Employee ID**, and press **Enter** on the keypad.

If you hold only one position, you are done.
If you have multiple positions, go to the next step.



Or



3. **If you have multiple positions, choose the position** for which you are clocking in, and press **Select**.

