
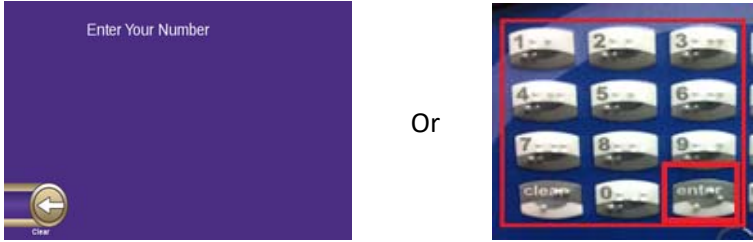
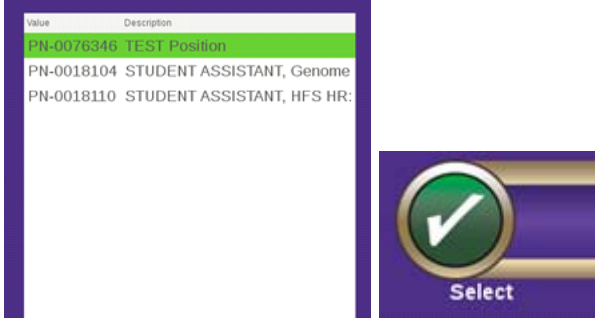


WORKDAY QUICK GUIDE

TRANSFER AND PUNCH IN USING THE TIME CLOCK

<p>1. Press In + Transfer on the touch screen, Or Press Break St on the keypad.</p>	
<p>2. Swipe your Husky Card, Or Enter your Employee ID, and press Enter on the keypad.</p>	
<p>3. If you hold one position, skip this step and go to step 4.</p> <p>If you have multiple positions, choose the position for which you are clocking in. Press Select, and go to the next step.</p>	
<p>4. Follow the prompts to select the appropriate costing for override. You can use either the touch screen or the keypad. Press Select.</p>	