



## Pro PIN Clock

### 1. Clocking In

- Navigate to the PIN clock, type in your PIN, and click Login. Click Clock In. The icon on the widget will now turn green and state “You are clocked in.”

03:37:01 PM  
Tuesday, May 21

Please enter your Time Clock PIN code.

PIN Code \*

LOGIN

**You are clocked out.**

**11:08:10 AM**  
Thursday, May 16

**Clock In**

Meal Out Meal In

Clock Out

Transfer

Last time entry was on 05/15/2024 05:00 PM.

**You are clocked in.**

**11:09:04 AM**  
Thursday, May 16

Clock In

Meal Out Meal In

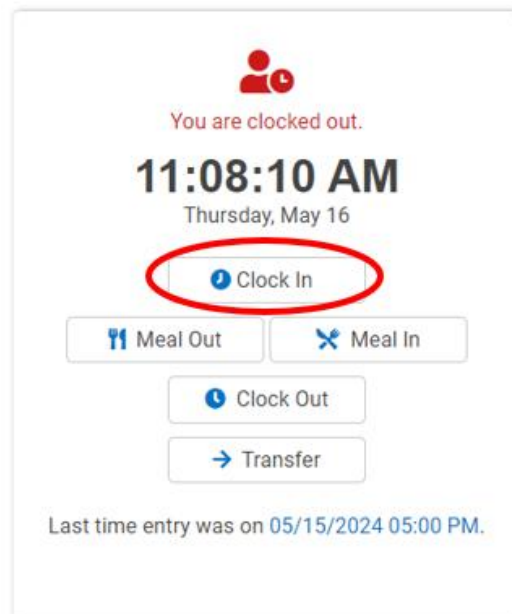
Clock Out

Transfer

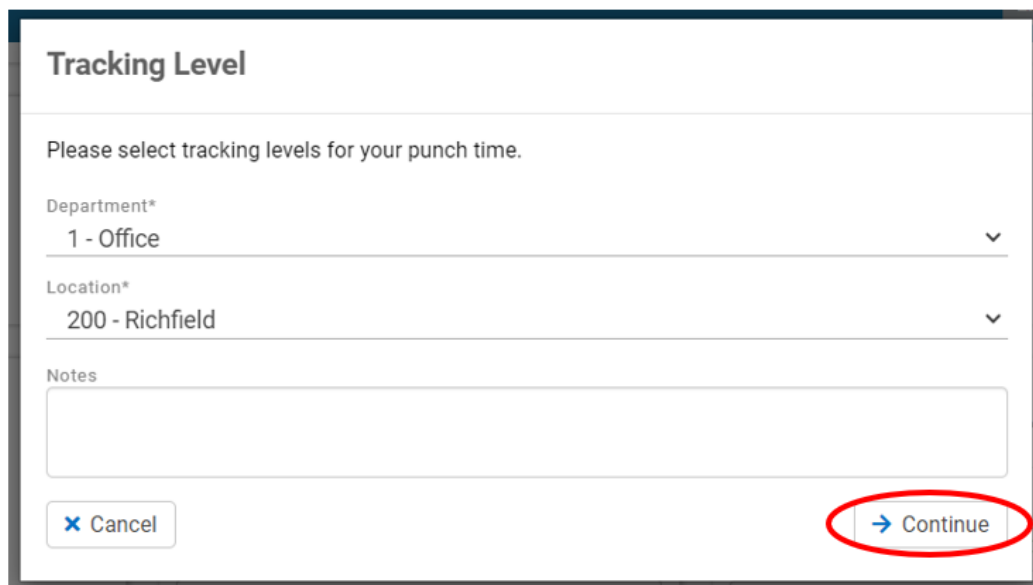
Last time entry was on 05/16/2024 11:08 AM.  
Hours on clock: 0.01

## 2. Clocking In with Tracking Levels

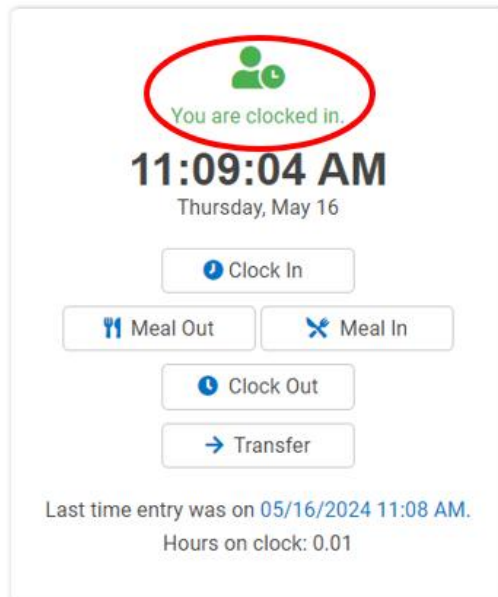
- Navigate to the Employee Portal and log in. Scroll down to the time clock widget on the Dashboard and click Clock In.



- Select tracking levels required and click Continue.

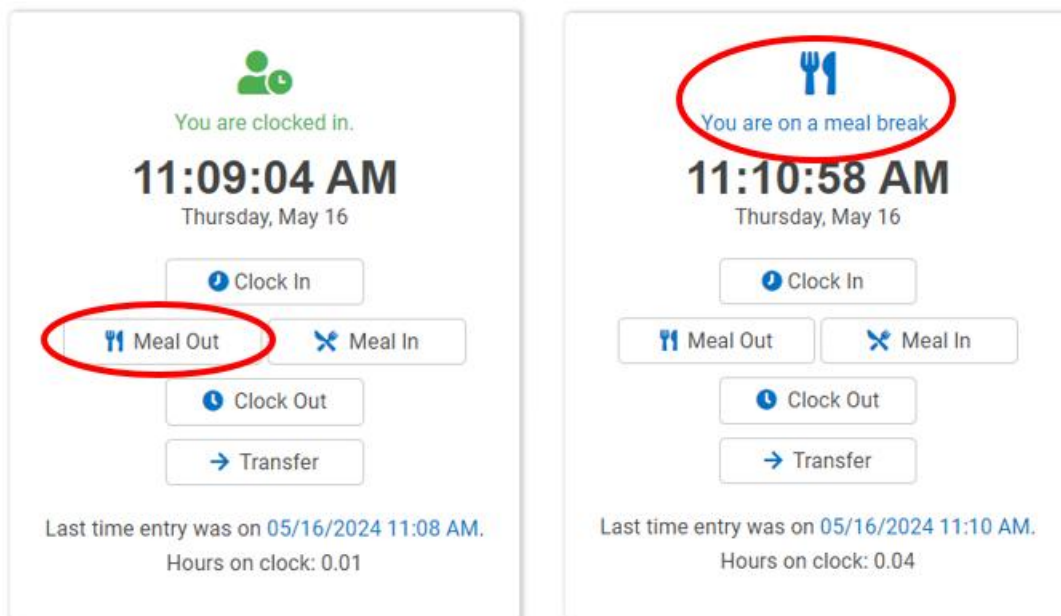
A screenshot of a "Tracking Level" form. The title "Tracking Level" is at the top. Below it, the instruction "Please select tracking levels for your punch time." is shown. There are two dropdown menus: "Department\*" with "1 - Office" selected, and "Location\*" with "200 - Richfield" selected. Below these is a "Notes" text area. At the bottom left is a "Cancel" button with a red 'X' icon. At the bottom right is a "Continue" button with a blue arrow icon, which is circled in red.

- The icon on the widget will now turn green and state "You are clocked in."



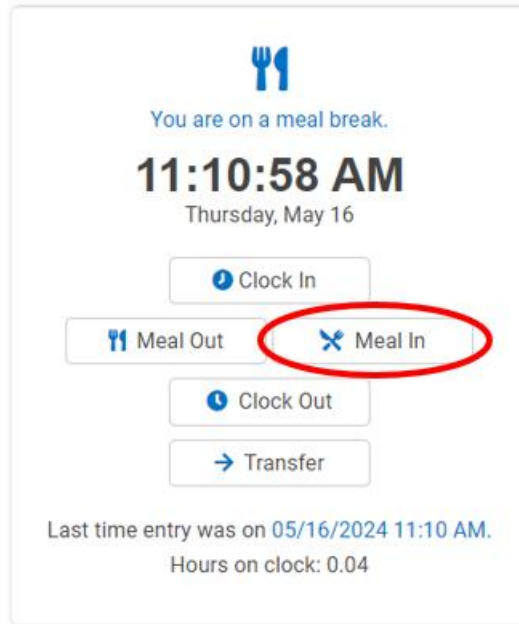
### 3. Leave On Meal

- Select the Meal Out button. The icon will now display as a meal and state “You are on a meal break.”



### 4. Return From Meal

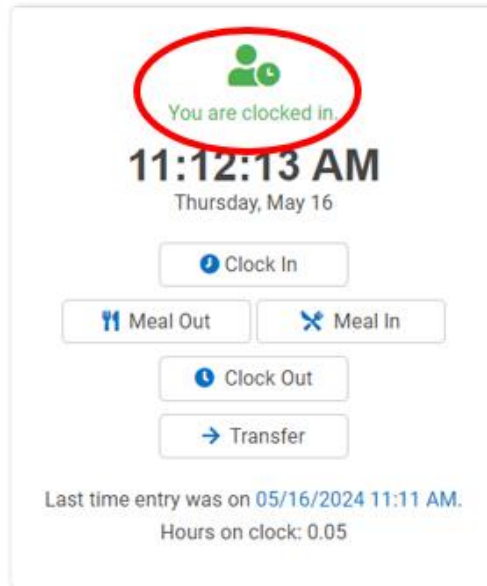
- Click the Meal In button.



- Select any tracking levels if applicable and click Continue.

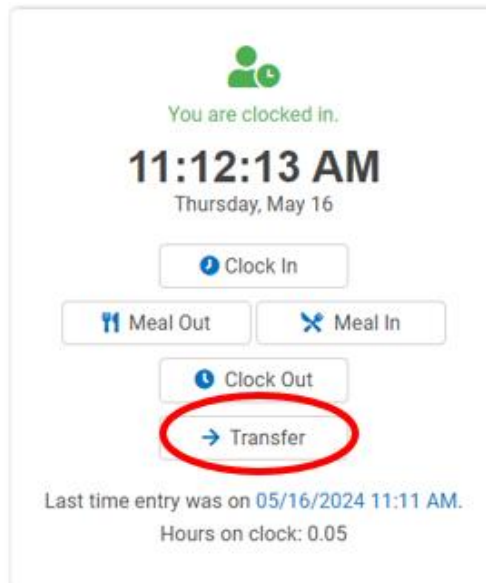
A screenshot of a "Tracking Level" form. The title "Tracking Level" is at the top. Below it, the instruction "Please select tracking levels for your punch time." is shown. There are two dropdown menus: "Department\*" with the selection "1 - Office" and "Location\*" with the selection "200 - Richfield". Below these is a "Notes" text area. At the bottom left is a "Cancel" button with a red 'x' icon, and at the bottom right is a "Continue" button with a right-pointing arrow, which is circled in red.

- The icon will again turn green and state "You are clocked in."



## 5. Changing Tracking Levels

- Click the Transfer button.



- Select the required tracking levels, then click Continue.

**Tracking Level**

Please select tracking levels for your punch time.


Department\*  
2 - Field

Location\*  
100 - Columbus

Notes


## 6. Clocking Out

- Click the Clock Out button. The icon will now display in red and state "You are clocked out."

  
You are clocked in.

**11:12:13 AM**  
Thursday, May 16

Last time entry was on 05/16/2024 11:11 AM.  
Hours on clock: 0.05

  
You are clocked out.

**11:14:06 AM**  
Thursday, May 16

Last time entry was on 05/16/2024 11:14 AM.