### PUNCH IN USING THE TIME CLOCK

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

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.

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

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