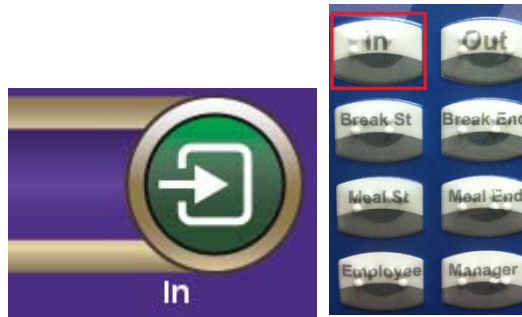


WORKDAY QUICK GUIDE

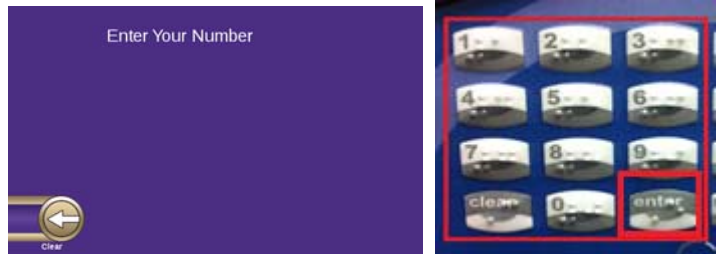
PUNCH IN USING THE TIME CLOCK

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

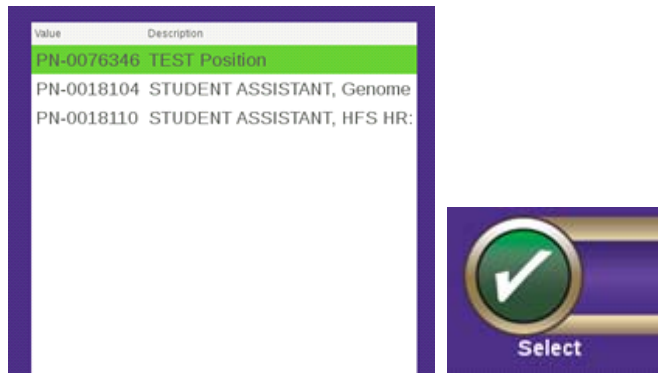


2. Swipe your Husky Card,
Or
Enter your Employee ID, and press **Enter** on the keypad.

If you do not have multiple positions, you are done.
If you have multiple positions, go to the next step.

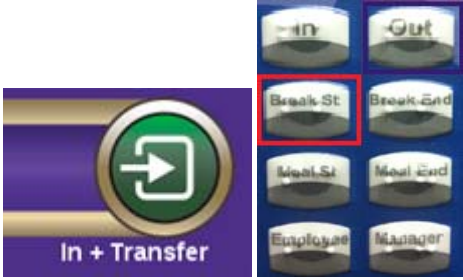


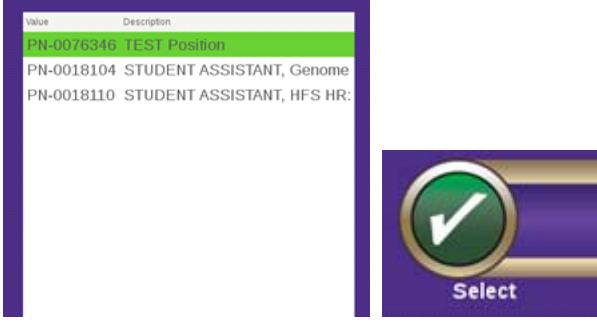


3. If you have multiple positions, choose the position for which you are clocking in.
4. Press **Select**.



WORKDAY QUICK GUIDE

TRANSFER AND PUNCH IN USING THE TIME CLOCK

<p>1. Press In + Transfer on the touch screen, or 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. Select a transfer type.</p> <p>If you do not have multiple positions, skip to step 6. If you have multiple positions, go to the next step.</p>	
<p>4. Choose the position for which you are clocking in.</p> <p>5. Press Select.</p>	
<p>6. Depending on the option you chose in step 3, follow the prompts to select the Cost Center and/or the Project to override.</p> <p>You can use either the touch screen or the keypad.</p>	