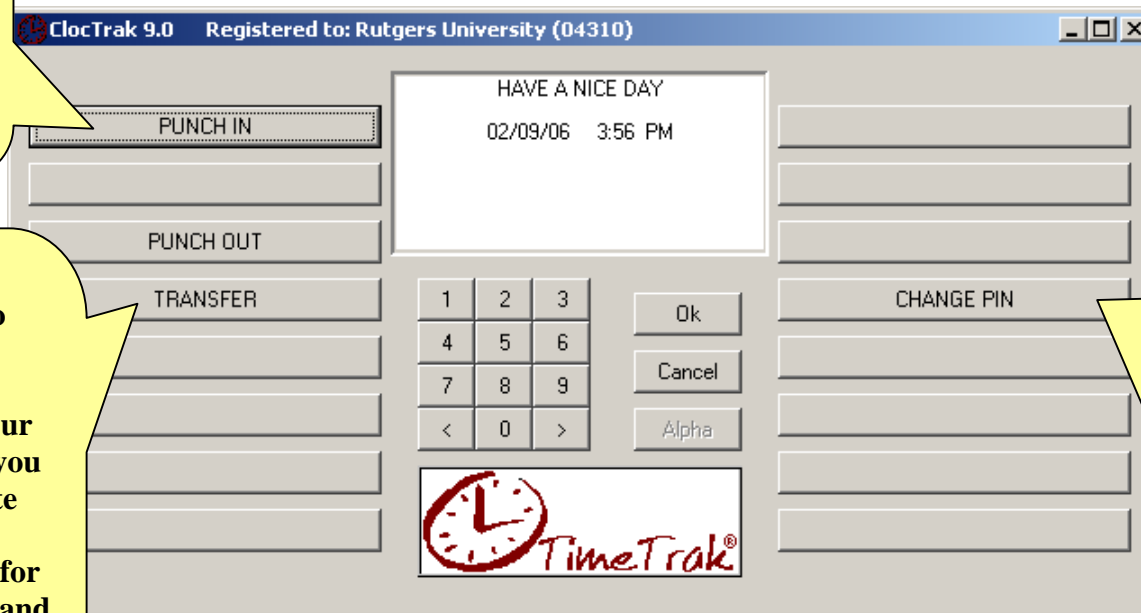


USING CLOCTRAK TO PUNCH IN AND OUT, COMPLETE DEPARTMENT TRANSFERS AND CHANGE PINS

When PUNCHING IN or PUNCHING OUT you will be prompted to key in your EMPLOYEE ID number then prompted to key in a PIN number

You will use the TRANSFER option to change your "home" department, library, account or pay-rate. Your supervisor will provide you with all the appropriate codes for doing a TRANSFER. See below for the sequence of prompts and necessary codes to complete a successful TRANSFER.

To change an existing PIN, select CHANGE PIN, you will be prompted to key in your EMPLOYEE ID number and PIN number. A CHANGE PIN window will appear for you to key in a new PIN.
New employees MUST change their PIN manually by selecting CHANGE PIN.



CLOCTRAK DEPARTMENT TRANSFERS

Be sure you PUNCH IN before you do Transfers

1. Department: _____
2. Library Code: _____
3. Account Code: _____
4. Rate Code: _____
5. Employee ID _____
6. Pin Number _____

