



Payentry®

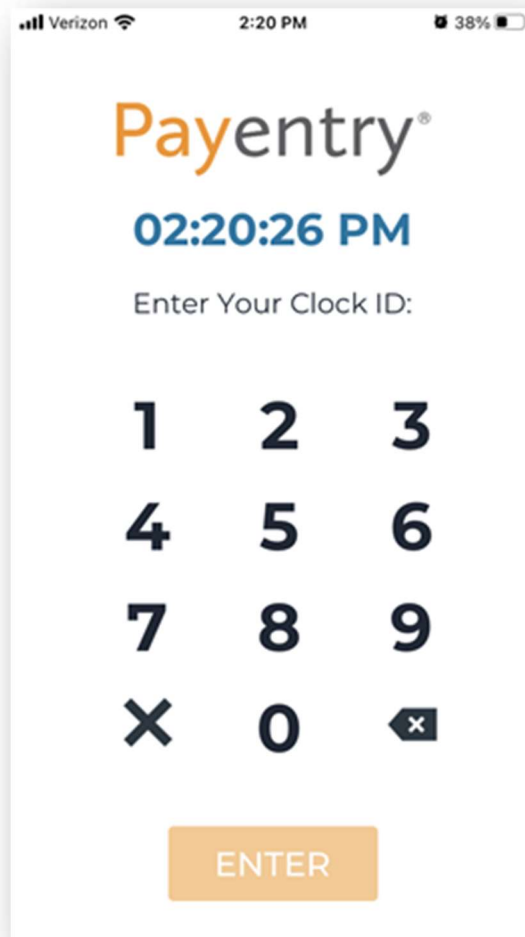
HOW TO:

KIOSK CLOCK - EMPLOYEE



STEP 1:

Enter your Clock ID number and press enter



The screenshot shows the Payentry mobile application interface. At the top, the status bar displays "Verizon", signal strength, Wi-Fi, the time "2:20 PM", and a battery level of "38%". The app's logo "Payentry®" is centered at the top. Below the logo, the time "02:20:26 PM" is displayed in blue. The instruction "Enter Your Clock ID:" is shown in a smaller font. A numeric keypad is displayed with digits 1 through 9, 0, a backspace key (X), and a clear key (X). At the bottom of the keypad is an orange button labeled "ENTER".

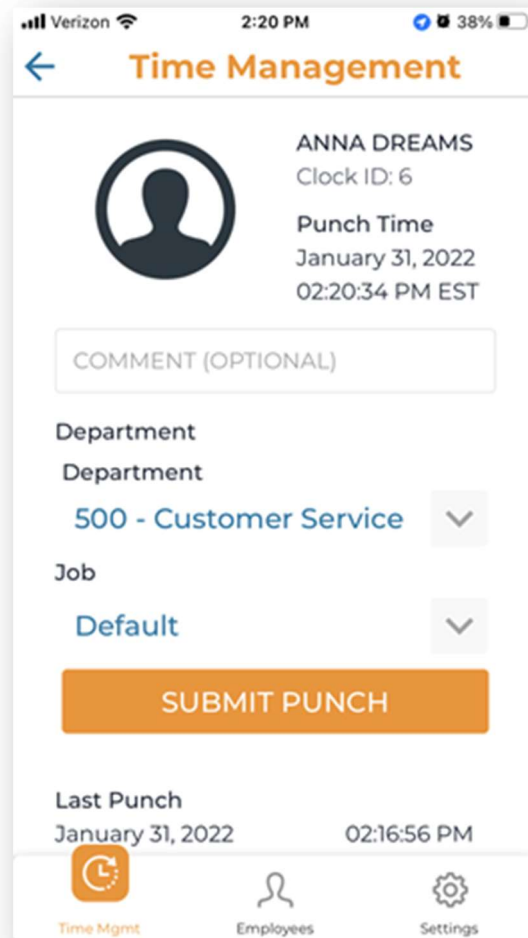
STEP 2:

If your employer has enabled facial recognition for the app, you are taken to the facial recognition camera page, **take a portrait of yourself**



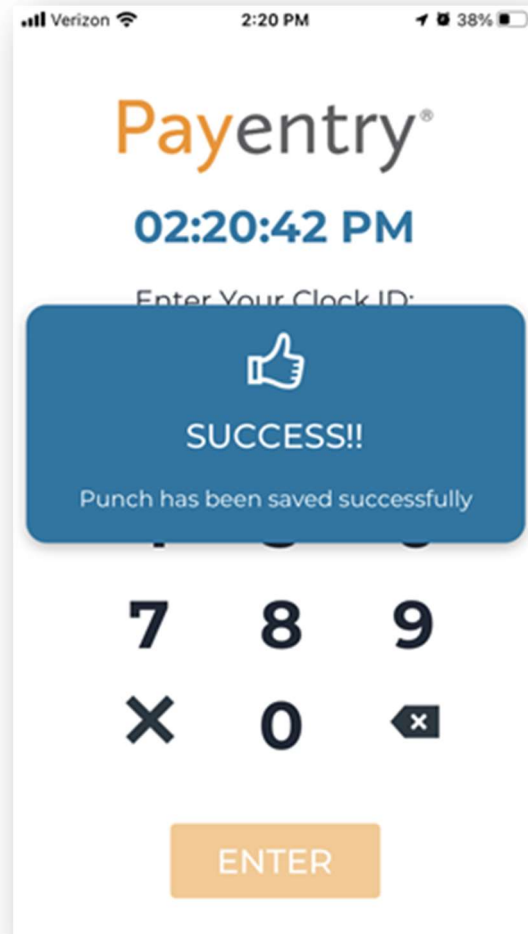
STEP 3:

Optional: Select a Department or Job Code if you need to select a non-default department or job



STEP 4:

Click “Submit Punch” to record your punch



Use these same steps to punch in and out