Clocking in and out with TimeTablet

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Clocking in/out with TimeTablet is very simple. Just insert the employee's ID card into the card slot at the right-hand-side of the device and they will be clocked in/out depending on whether they are already in/out.

Note: If an employee forgets to clock in/out they should report to Admin to make the manual entry on TIMEDOCK.com. In the instance that an 'out' is expected yet an 'in' is presented this indicates the employee has forgotten to clock in/out previously. If this happens they should swipe again so there is the correct in/out entry they were looking for, and report to admin to amend the mistake.