How to Clock In/Out of ExpressTime Kiosk

1. Employees will enter their 4-digit pin and password and click **Clock In/Out.**

-User ID: **4 digit pin or Administrative User ID**

-Password: **Password**

1. This will open the clock in/out screen. Tap the schedule to **clock in** or tap **Unscheduled Service** to clock in if no schedule exist.

1. Click **Ok** to complete the clock in process.

