

Clock In and Out

You may clock in and out using the InTouch Clock, Mobile App and or Web App.

Clock



Use the InTouch Clock to capture your start and end times securely and in real time.

1. Select **Clock In** or **Clock Out**.
2. Select **Enter**.

Web App or Mobile App

Where it is allowed, you can also use the Web App or Mobile App to capture your start and end times securely and in real time.

Navigation: Home Page > Punch tile

1. To punch in, select **Punch**, then **Clock In**.
2. A confirmation message appears.
3. To punch out, select **Punch**, then **Clock Out**.

4. On the last day worked of the pay period, you will be asked to review and approve your timecard.
5. Select **Approve**.
6. Select **Submit**.

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