

Employee: How to Enter Time Using Check In/Out

1. Navigate to the Time application



Time

2. To check in/out for the day, select the **Check In** or **Check Out** icon under **Time Clock**.

Time Clock

Check In

Check Out

3. A new dialogue box will appear with the check in/out details, review the details look correct and select **OK** to confirm entry. For Check Out, indicate **Meal** or **Out** under **Reason**. (Time Type will default but you may update as needed. The Waive Meal Break Penalty option may be populated if applicable.)

OK

4. A confirmation dialogue box will display if the check in/out was successfully completed. Select **Done** and the entry will display under **Time Clock**.

Time Clock

✔ Checked In at 1:49 PM

Check In

Check Out

Time Clock

✘ Checked Out at 2:08 PM

Check In

Check Out

Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356