Employee:
How to Enter Time Using Check In/Out

1. Navigate to the Time application

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

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.)

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.

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