

# Punching - Substitute Teacher

## PUNCHING IN

### STEP 1

Press the **Blue Substitute Teacher Button**

### STEP 2

Enter your Personnel Number in the Enter Badge field

### STEP 3

Press the Enter Button

### STEP 4

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until "Punch Accepted" is Shown in the Clock Window.



## PUNCHING OUT

### STEP 1

Enter your Personnel Number

### STEP 2

Press the Enter Button

### STEP 3

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until "Punch Accepted" is Shown in the Clock Window.

# Punching - Interim Substitute Teacher

## PUNCHING IN

### STEP 1

Press the **Blue** Interim Substitute Teacher Button On the Right Side of the Clock.

### STEP 2

- If your Interim Position # is Displayed, Press the Enter Button,

**Or**

- Press the CLR Button to Erase # Displayed & Enter your Interim Substitute Teacher Position #, & Press the Enter Button,

**Or**

- Press the **Blue List** Button to display All Position #'s & Select Your Interim Position #, & Press the Enter Button.

### STEP 3

Enter Your Personnel # in the Enter Badge Field & Press the Enter Button

### STEP 4

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until "Punch Accepted" is Shown in the Clock Window.



## PUNCHING OUT

### STEP 1

Enter your Personnel Number

### STEP 2

Press the Enter Button

### STEP 3

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until "Punch Accepted" is Shown in the Clock Window.

# Simple Punch – Pool Sub

## PUNCHING IN

### STEP 1

Enter your Personnel #

### STEP 2

Press the Enter Button

### STEP 3

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until “Punch Accepted” is Shown in the Clock Window.



## PUNCHING OUT

### STEP 1

Enter your Personnel #

### STEP 2

Press the Enter Button

### STEP 3

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until “Punch Accepted” is Shown On Clock Window.