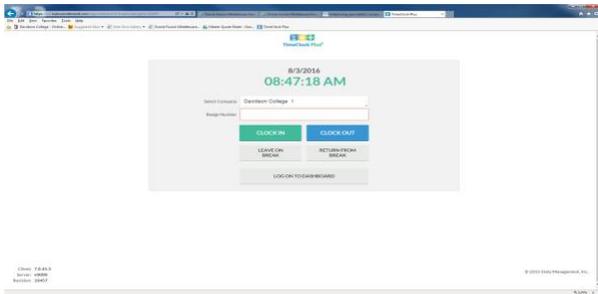


Time Clock Plus Employee Clock in Entry Instructions

1. Log into Banner self Service with your Credentials, 800.... Number and Pin.
2. Go to Employee Services.
3. Choose Enter Time – TimeClock +
4. For Badge Number enter your 800.... Number.
5. Click “Clock In” to clock in for the day, or “Clock Out” when leaving your shift. You will need to use the “Leave on Break” or “Return From Break” buttons when clocking in and out for lunch breaks.



6. If you forget to clock in or out, do not punch the clock at the wrong time to make up for it. For example, if you start work and realize you forgot to punch in, wait until it is time to clock out and clock out as normal. The clock will prompt you that you are not clocked in, would you like to correct a missed clock in punch, you may then enter your start time. Follow the prompts. If you are unsuccessful, notify your supervisor of the missed punch so that he or she can correct it.

