

The timeclock uses your FOB or ID card to punch in and out. Simply wave your card in front of the word "infotronics" towards the bottom of the clock. Once read, your name should appear and state it has been accepted, if your name does not show up please come and see me right away so we can fix it! If you forget to punch or notice an error, again please contact me either by email, text, phone, etc., and I will be able to correct it.

The timeclock is located at the Central Office Workroom to punch in and out.

