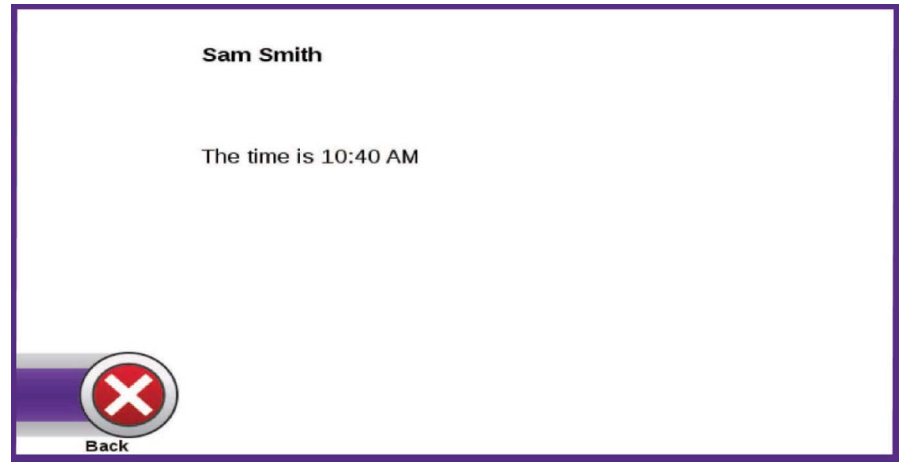
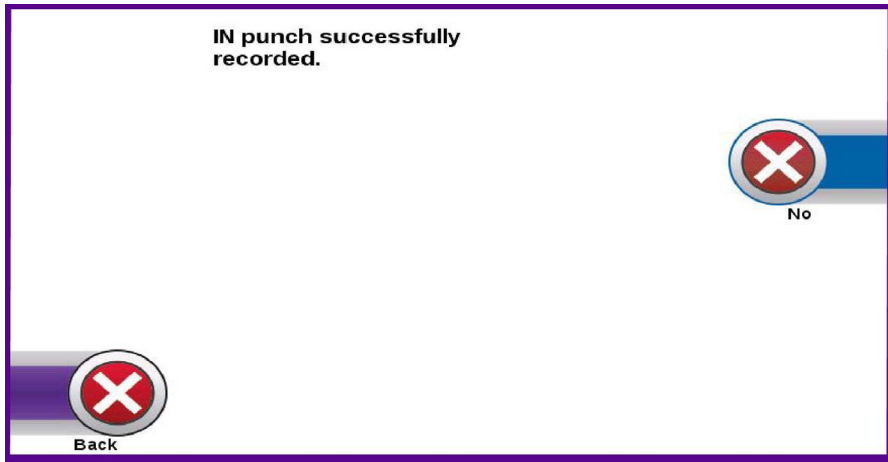


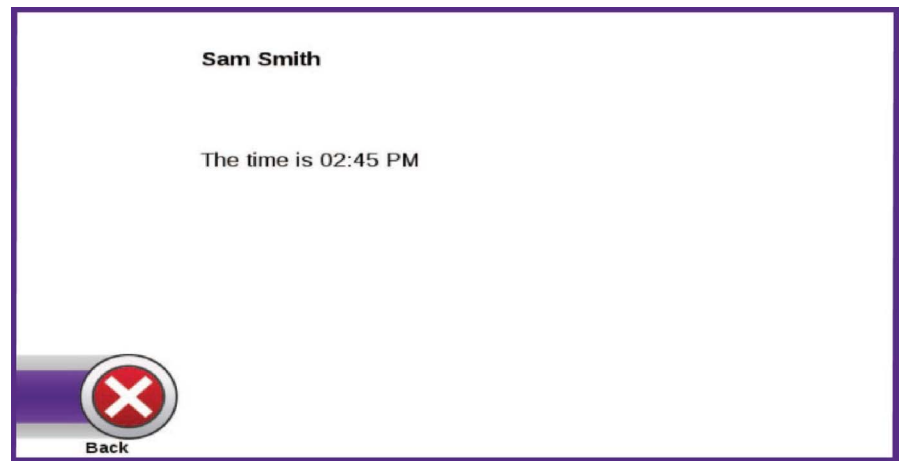
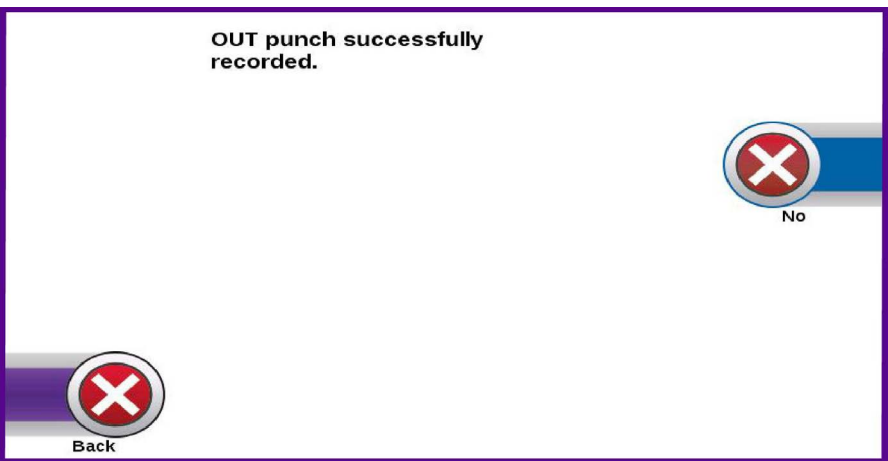


HOW TO CHECK IN AND OUT WITH NYU TIME CLOCKS

1. Hold your NYU ID card 1 to 2 inches in front of the keypad.
2. Clock registers the initial punch as IN, displays a confirmation message, then automatically displays your name and the time. IN punch confirmation screen will display for 2-3 seconds.



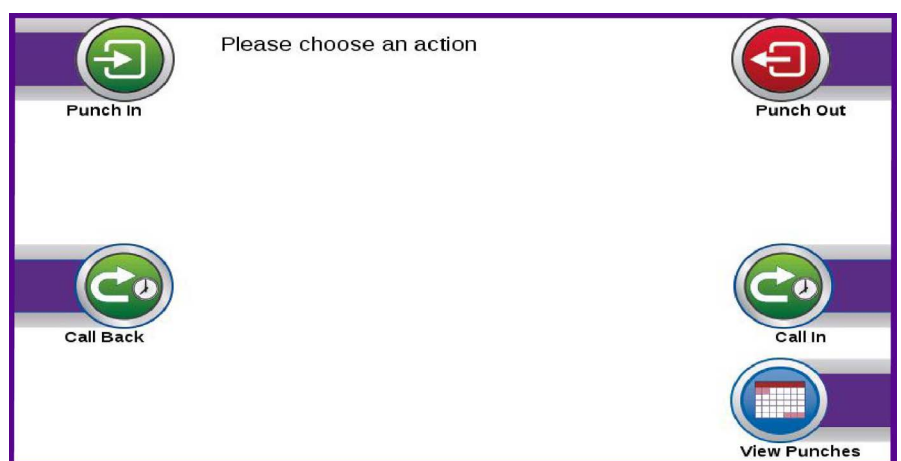
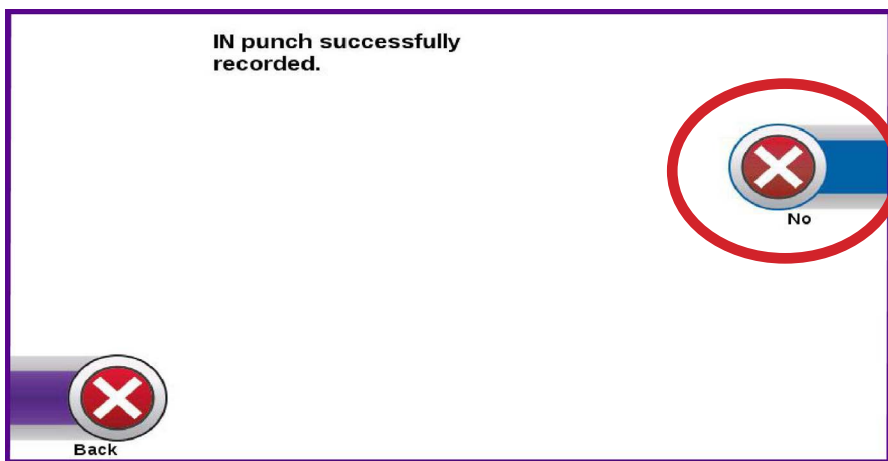
3. Clock registers the next punch as OUT, displays a confirmation message, then automatically displays your name and the time. OUT punch confirmation screen will display for 2-3 seconds.



4. If the punch IN/OUT time is incorrect, select "No" and then select either "Punch In" or "Punch Out" to reenter your time, or contact your manager for a manual timesheet update.

*Call Back: Employees who have been called back to work after completing normal shift for the day.

*Call In: Employees who are called in to work on a non-scheduled work day.



QUESTIONS?

If you have questions, please contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).