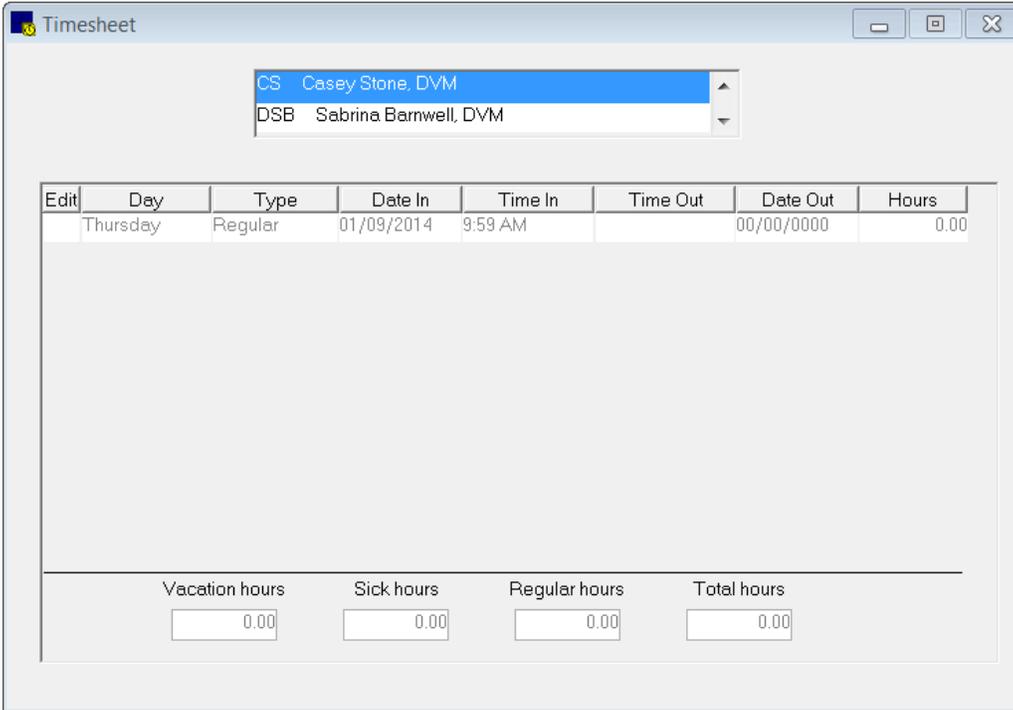


The Time Clock allows staff to manually clock in and out. It also records regular, sick, and vacation time. Staff members can record their own hours, but only an administrator can correct mistakes or make changes to entries.



Edit	Day	Type	Date In	Time In	Time Out	Date Out	Hours
	Thursday	Regular	01/09/2014	9:59 AM		00/00/0000	0.00

Vacation hours:

Sick hours:

Regular hours:

Total hours:

### Clock in

1. On the computer desktop, double-click the **Time Clock** shortcut.
2. Log in with your user name and password. The Timesheet should be open. If not, click the **Timesheet** button  on the toolbar.  
**Note** If the Time Clock is already open, click the **Password Entry** button  on the toolbar to log in.
3. On the toolbar, click the **Clock In** button . Time Clock starts recording your time.
4. To log out, click the **Password Entry** button  on the toolbar.

### Clock out

1. On the computer desktop, double-click the **Time Clock** shortcut.
2. Log in with your user name and password. The Timesheet will be open. If not, click the **Timesheet** button  on the toolbar.  
**Note** If the Time Clock is already open, click the **Password Entry** button  on the toolbar to log in.
3. On the toolbar, click the **Clock Out** button . Time Clock stops recording your time.
4. To log out, click the **Password Entry** button  on the toolbar.

## Other Time Clock actions

The following actions require administrator access.

To	Do this
Record sick time	With the Timesheet open, and the staff member's name selected, click the <b>Sick Hours</b> button  on the toolbar. In the Sick Hours window, click <b>Add</b> . Update the date and number of hours if necessary. To add another sick day, click <b>Add</b> again.
Update sick hours	With the Timesheet open, and the staff member's name selected, click the <b>Sick Hours</b> button  on the toolbar. If sick hours have already been entered for the current date, click <b>Update</b> . If you are modifying sick hours for a previous date, click <b>Edit Times</b> . Update the information as needed.
Record vacation time	With the Timesheet open and the staff member's name selected, click the <b>Vacation Hours</b> button  on the toolbar. In the Vacation Hours window, click <b>Add</b> . Update the date and number of hours as necessary. To add another vacation day, click <b>Add</b> again.
Update vacation hours	With the Timesheet open, and you're the staff member's selected, click the <b>Vacation Hours</b> button  on the toolbar. If vacation hours have already been entered for the current date, click <b>Update</b> . If you are modifying vacation hours for a previous date, click <b>Edit Times</b> . Update the information as needed.

## KEYBOARD SHORTCUTS

<b>F1</b>	Display online Help for the current window.
<b>F2</b>	Look up values for a list, such as with ID fields.
<b>Tab</b>	Move the cursor to the next field.
<b>Shift + Tab</b>	Move the cursor to the previous field.
<b>Ctrl + U</b>	Update the selected record.
<b>Ctrl + L</b>	Open the Log In window.

## FOR MORE INFORMATION

For Time Clock setup and detailed instructions, see the Help in the Time Clock module.

Go to [idexxlearningcenter.com](http://idexxlearningcenter.com) to view snippet videos about many Cornerstone features.

