
POSERA

Clocking In/Out

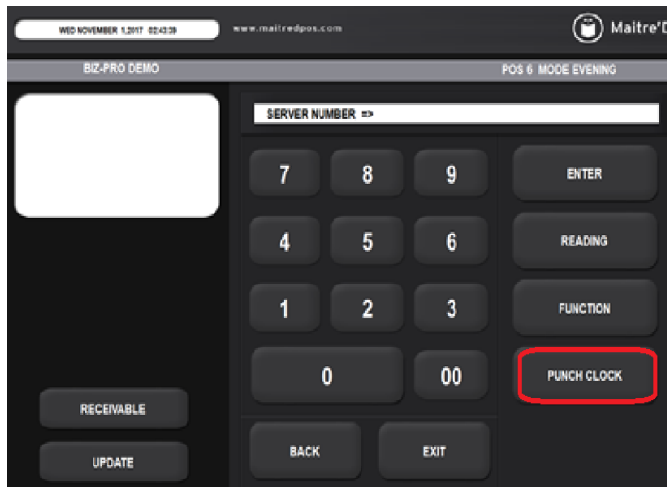
Document version 1.0

In the timekeeping section you will learn all the steps to complete the following:

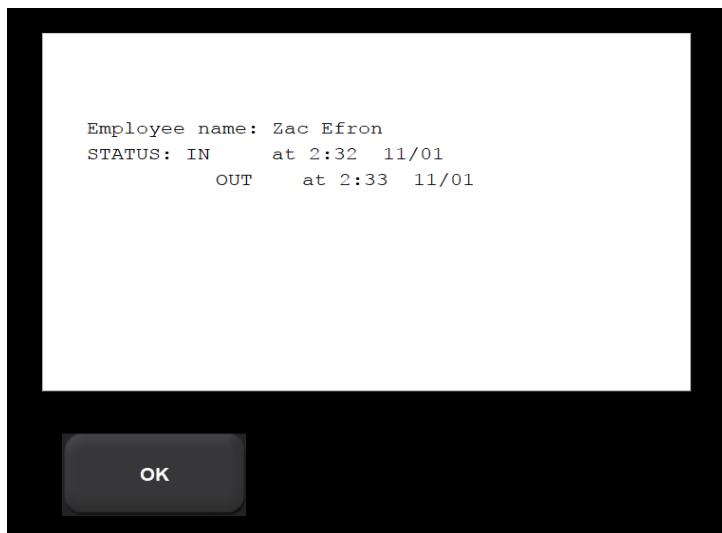
- **Clocking In**
- **Clocking Out**
- **Changing a Job Skill**
- **Printing a Time Card**

Clock In

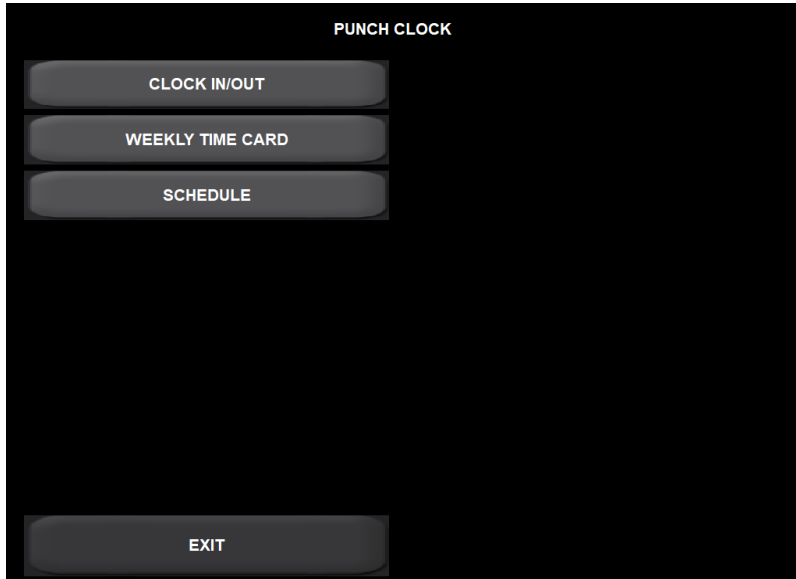
Biometrics: Touch Punch Clock and scan finger
Maitre'D card: Touch Punch Clock and swipe card
No Device: Enter POS # and touch Punch Clock



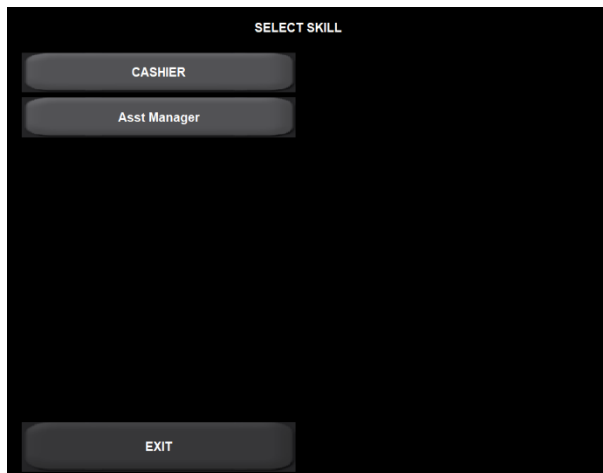
A screen with your name and your last punch will appear, select “OK” to continue



Select "Clock In/Out"



If you have more than one job skill you will need to select the appropriate skill, if not, the system will automatically select your job skill



Select "Ok" To Clock In

SELECT SKILL

CASHIER

Asst Manager

You are now clocked in as

CASHIER

OK

EXIT

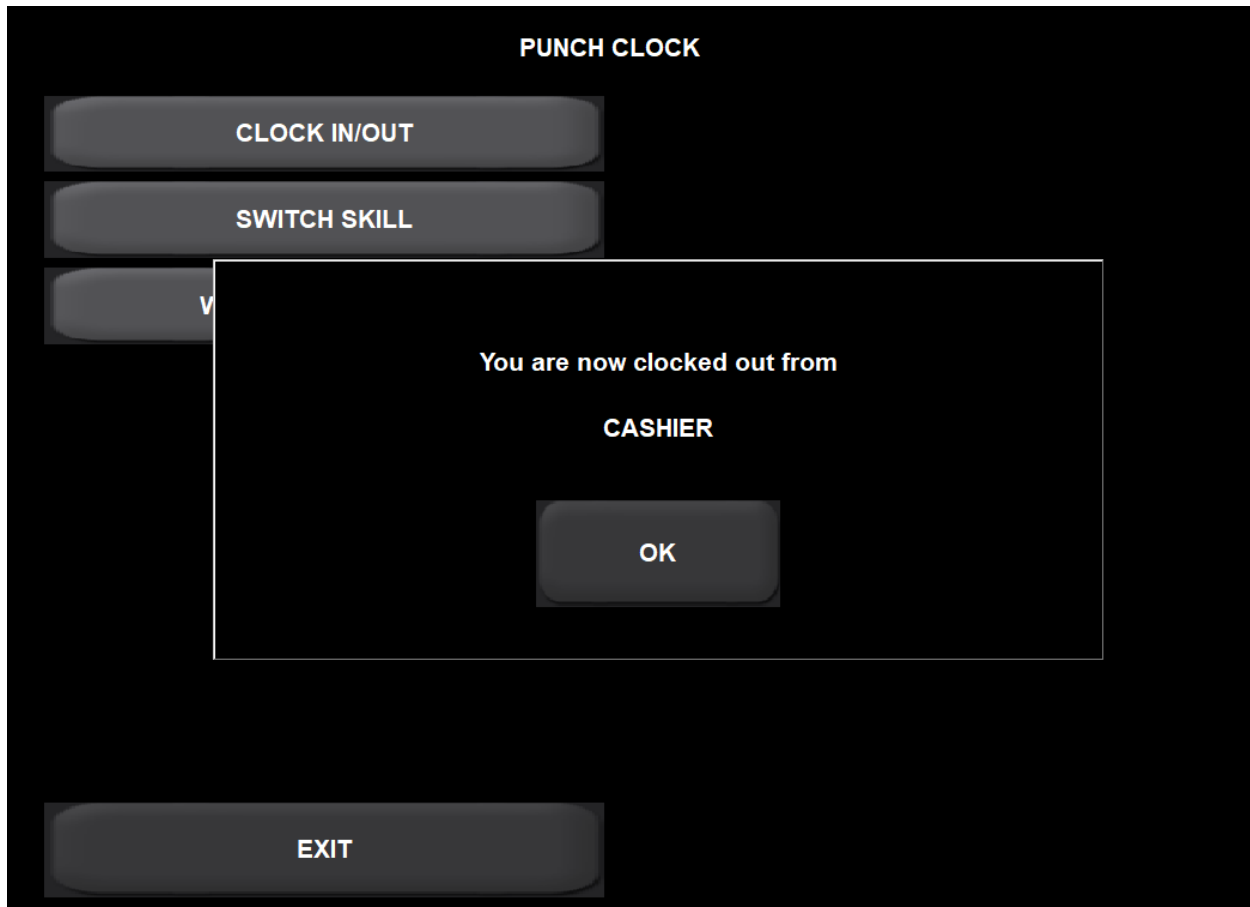
Clock Out

Biometrics: Touch Punch Clock and scan finger
Maitre'D card: Touch Punch Clock and swipe card
No Device: Enter POS # and touch Punch Clock

A screen with your name and your last punch will appear, select "OK" to continue.

Select "Clock In/Out"

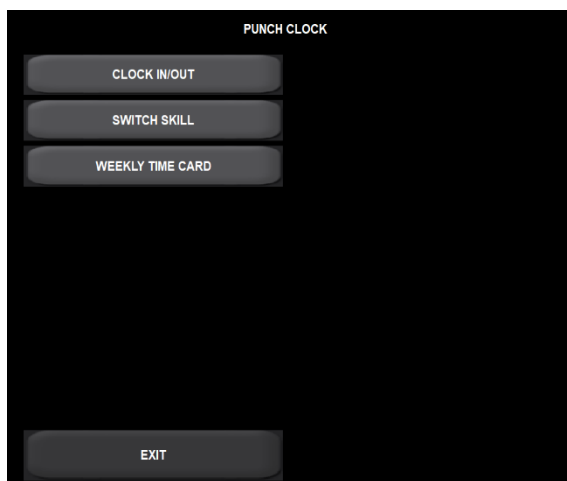
Select "OK" to clock out



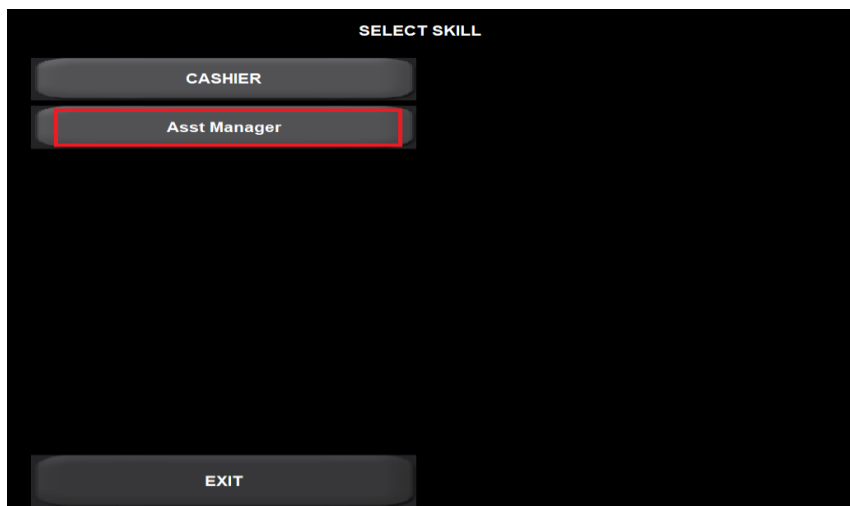
Change Job Skill

Enter your Cashier number and touch "Punch Clock"
A screen with your name and your last punch will appear, select "OK" to continue

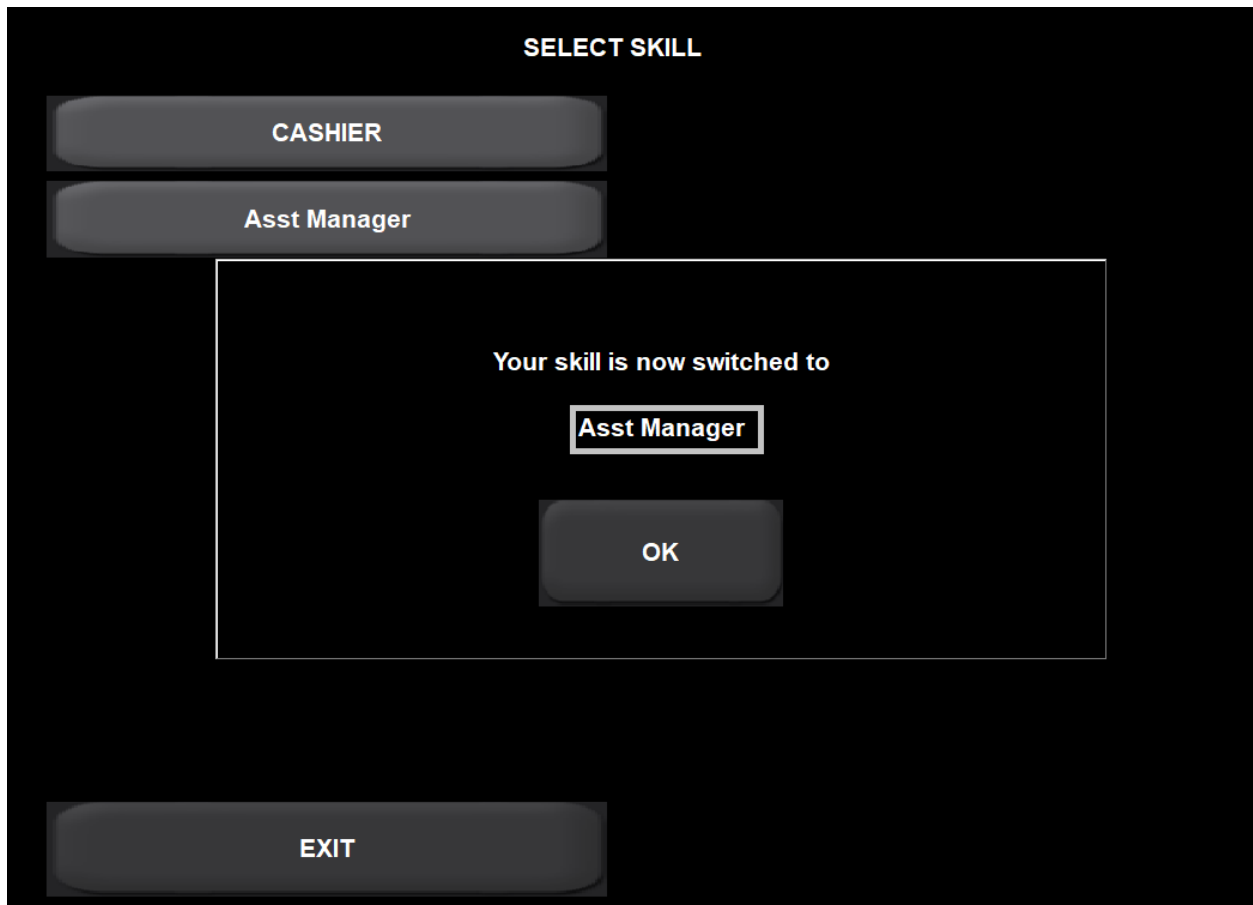
Select "Switch Job Skill"



Select new job skill



Select "OK" to change skill



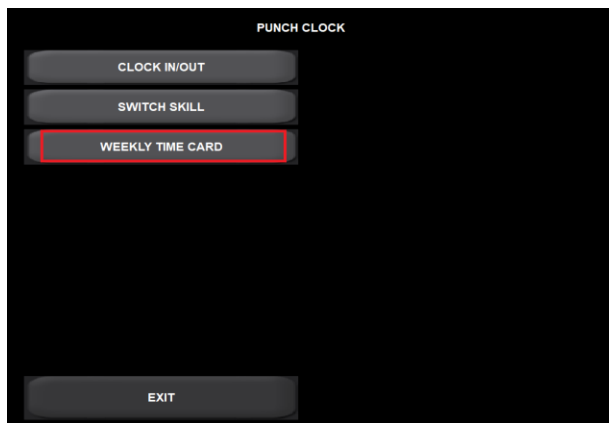
You will now have clocked out of your first job skill and clocked in with the new job skill

Printing a Time Card

Enter your Server number and touch "Punch Clock"

A screen with your name and your last punch will appear, select "OK" to continue

Select "Weekly Time Card"



Select "Print"

