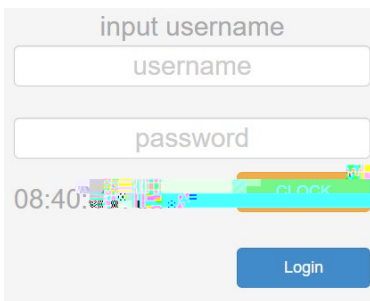
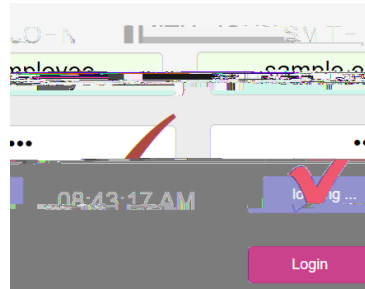
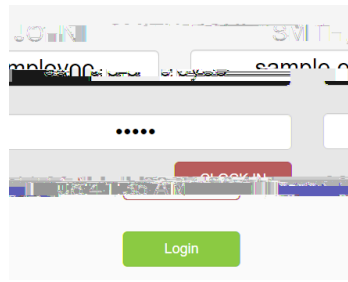
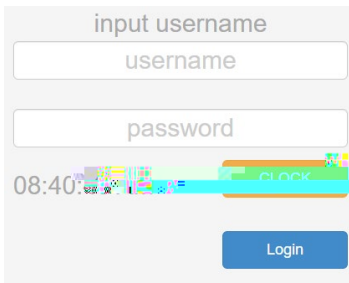


OpenTimeClock Employee Instructions

HOW TO: Clock In/Out



HOW TO: Change Your Username/Password

HOW TO: Request Time Off

HOW TO: Correct A Missed/Wrong Punch

HOW TO: Verify Your Timesheet