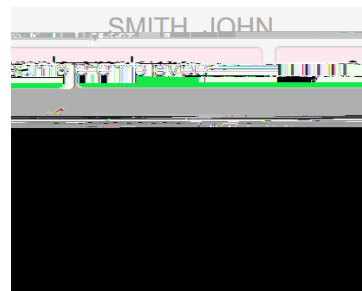
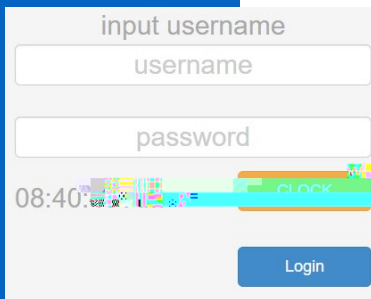
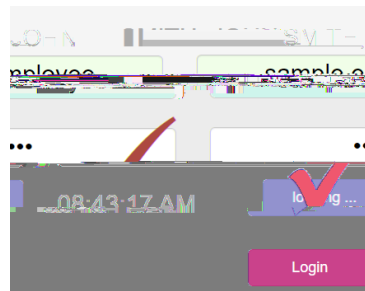
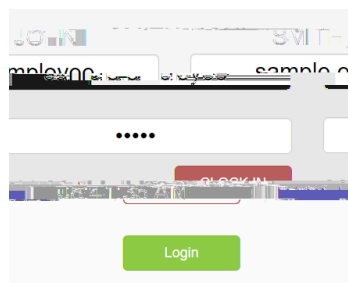
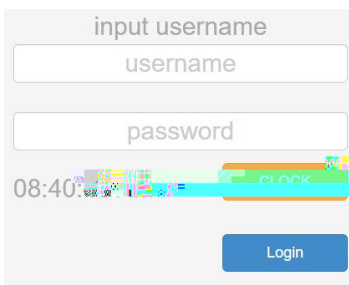


OpenTimeClock Supervisor Instructions payroll@csdacom

On a computer, go to <https://www.opentimeclock.com/app/index.html@companyname@CSDA> or go to

HOW TO: Clock In/Out



HOW TO: Change Your Username/Password

HOW TO: Correct A Missed/Wrong Punch

HOW TO: Verify Employees' Timesheets

Application interface showing a search bar with "SMITH, JOHN" and a list of items. The list includes "DOE, JANE" with a date "Sun 08/01" and "JONES, BOB". A "Sat 08/07" entry is also visible. The interface includes a "Search By Name" field and an "Add" button.

Application interface showing a search bar with "SMITH, JOHN" and a list of items. The list includes "DOE, JANE" with a date "Sun 08/01" and "JONES, BOB". A "Sat 08/07" entry is also visible. The interface includes a "Search By Name" field and an "Add" button. The interface also shows a "Sample Department" dropdown and a "Settings" button.