

Punching In and Out on Day 1 – Aviation Only

- **Welcome to MyHR! The purpose of this guide is to walk through the simple steps to log-in and punch in and out of the MyHR system using a Touch Clock.**

1 On the home screen, tap the button for the type of punch you want to perform. For example, to punch in for your shift, tap the **Start Shift** button:

2 When prompted, swipe your badge

3 When clocking in or out for meals or to clock out for the day, use the same process.



WHERE do I punch in?

- There are Clocks located in the building in convenient spots
- You can log in and out of any one of them

HOW do I punch in?

- This section describes how to Punch In or Out. To perform a punch at the clock

