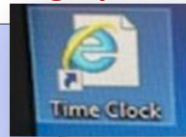


Punching In and Out on Day 1 – Wheeler Hourly Staff only

- **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.**

*** Your Initial Pin is your Year of Birth (YYYY). You will need to change this at first login to a unique 4 digit pin**

1 If not already opened on the workstation, open up the Time Clock application



2 Select the appropriate 'punch type' (e.g. in, out, break)

3 Enter your 8 digit employee number and Pin and press enter! When clocking back in use the same process.

WHERE do I punch in?

- There are 8 workstations located in the building
- You can log in and out of any one of them

HOW do I punch in?

- Each workstation has a desktop shortcut located on the home screen

