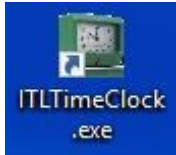


INOCC Employee Clock In/Out Procedure

To ensure that all clock ins/outs are documented correctly please clock in and out using **all** of the following methods.

1.



Clock in and out using the ITL Time Clock. The logo will be located on the desktop of all computers in the iNOCC. You will need to provide your two digit employee number and 4 digit pin number. You must use the cursor when entering your employee number and pin number into the ITL Time Clock.

2.



EMPLOYEE BI-WEEKLY TIMESHEET

Pay Period _____ through _____

DAY	Week 1 (hours)			Week 2 (hours)		
	Regular	Vacation	Holiday	Regular	Vacation	Holiday
SUN						
MON						
TUES						
WED						
THUR						
FRI						
SAT						
Total						

Name: _____ Signature: _____

Record the amount of hours you worked on a time sheet located on the table at the front of iNOCC at the end of every shift. You will fill out one timesheet for every pay period (two weeks).

3.



Send an email to inocc@itl-llc.com as soon as you arrive and leave for your shift. The subject should include your name, Clock In or out (depending on whether you are arriving or departing) and the date. You do not need to include any text in the body of the the email. Please see example below on the next page possibly.

Write: Nathan Snell Clock In 8/29/17

File Edit View Insert Format Options Tools Help

Send Spelling Attach Security Save

From: Nathan Snell <nsnell@itl-llc.com> nsnell@itl-llc.com

To: 'ITL iNOCC' <iNOCC@itl-llc.com>

Subject: Nathan Snell Clock In 8/29/17

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