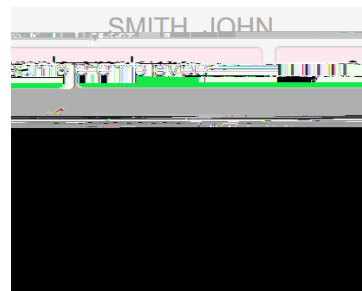
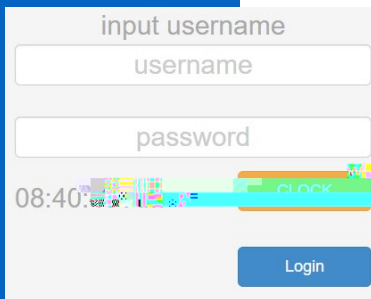
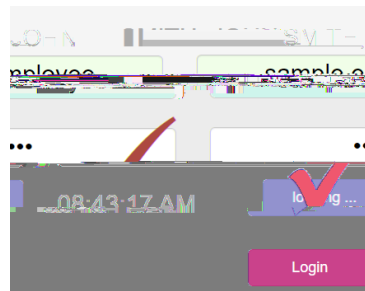
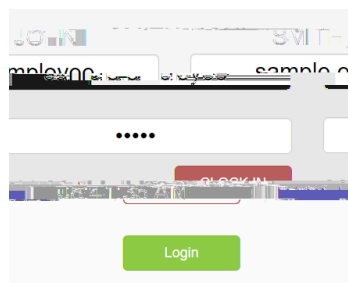
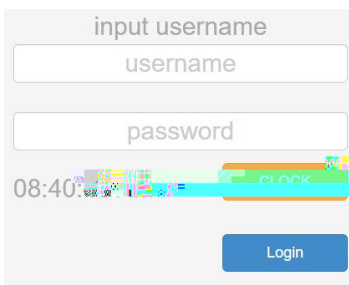


# OpenTimeClock Supervisor Instructions payroll@csdacom

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

Selftime

Not Approved Yet

GAITHL SMDOWN JOIN

Shift/Absence	Shift	Date	In	Out	Req	OT	DT	PTD	Paid	Unpaid	Total
	REG	07/27	08:30 am	12:00 pm	3.50	0.00	0.00	0.00	3.50	0.00	3.50
	REG	07/28	08:30 am	12:00 pm	3.50	0.00	0.00	0.00	3.50	0.00	3.50

Medif. Working Entry

Date: 07/28/2021

Time: 08:30 AM

Comment:

Cancel Save

## HOW TO: Verify Employees' Timesheets

Application

SMITH, JOHN, JOHN

Search By Name ...

Add 1 DOE, JANE Sun 08/01

3 JONES, BOB, BOB

SMITH, JOHN, JOHN

08/05 08:00 am 08:05 am 08:05 pm 08:00 pm

08/06 08:00 am 08:05 pm 08:00 pm 08:00 pm

08/07 Sat

Add

DOE, JANE (remote access)

My Hours, Edit, Add

Pen, List View, Day View, Where, Who Is In, Mess

Settings

Sample Department

08/01/2017 08:00 AM 08:05 AM

Approve Unapprove

Search by Name ...

SMITH, JOHN, JOHN