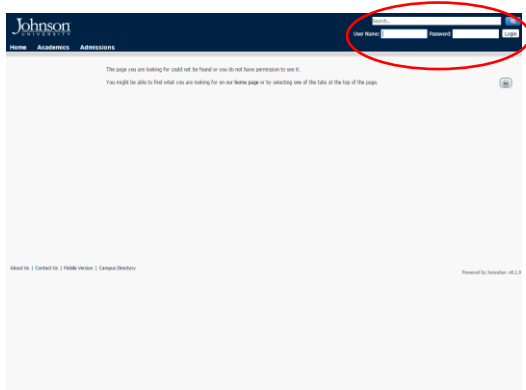
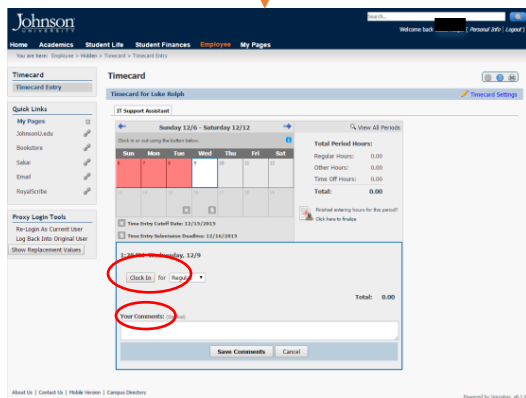


Work Study Timecard Kiosk Instructions

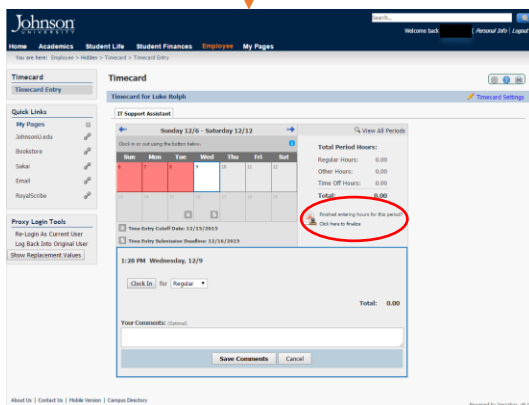
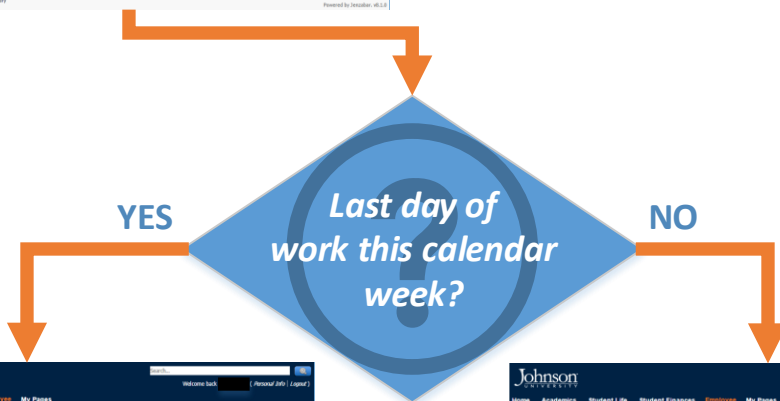
START!



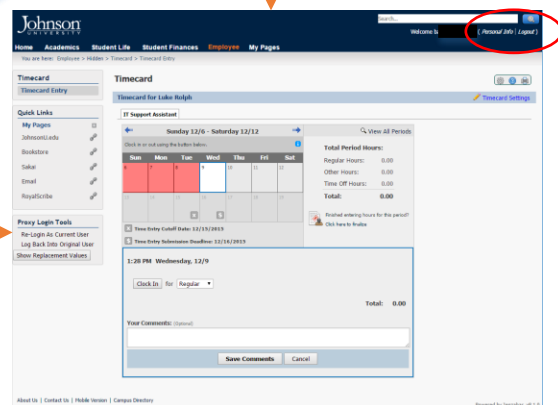
- Log into the kiosk like you normally log into my.johnsonu.edu (username only – not your full email).
- **NOTE:** If your screen looks different than this one, make sure to click the “Home” button in the top right of the browser before logging in.



- Use the action button to clock in or out. If you are currently clocked out, it will clock you in, and vice versa.
- **NOTE:** The “Time Type” drop down should be ignored. All time entries should be logged as “Regular”.
- **Optional:** Enter any comments about your time card if necessary. (e.g., “Friday – Late because...”)



- When you have clocked out at the end of your last scheduled work day for the week, make sure you finalize your time card.
- **NOTE:** ONLY click this once you are finished entering in time for the entire week. Once you finalize your time card, it is locked and no further entries can be made.



- When you are done clocking in or out, make sure to log out by clicking “Logout”, just like you normally would on my.johnsonu.edu.

FINISH!