Onin STAFFING | XINQUAN

How to Clock In and Clock Out

Use the time clock correctly and keep your hours accurate.

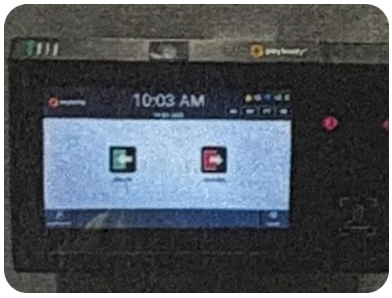
THE POLICY

Clock in once when you arrive at work and clock out once when you leave work. Do not clock in or out for lunch or breaks.

FOLLOW THESE STEPS

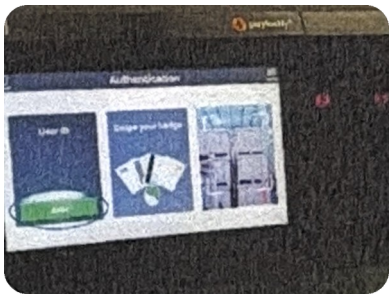
1 Choose Clock In or Clock Out

On the home screen, select the option for the action you need.



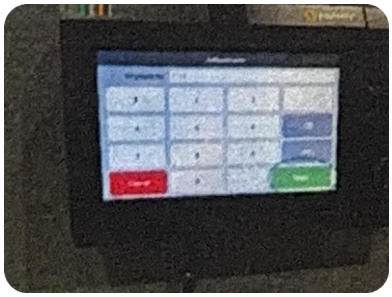
2 Choose User ID

Tap User ID, then tap Enter. If face recognition has been set up, it will prompt you automatically.



3 Enter your employee ID

Enter your employee ID, then tap Enter.



4 Confirm the punch

The screen confirms that your clock-in or clock-out was successful.

Missing or incorrect punch? Report it promptly to your supervisor.

Questions? Contact your supervisor or the HR team.