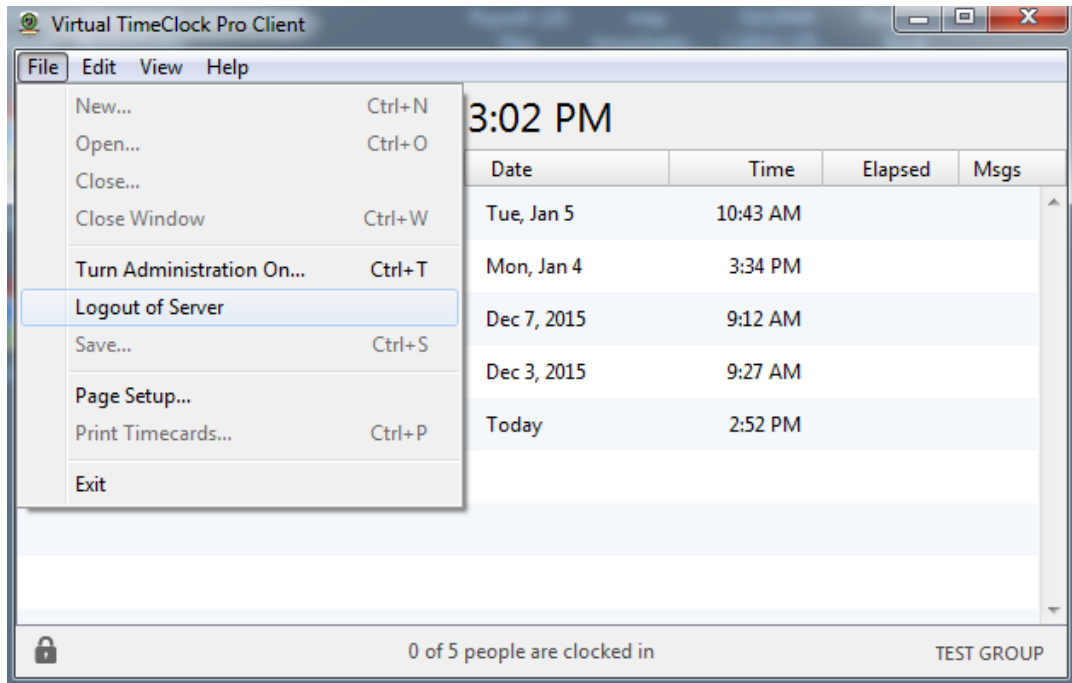
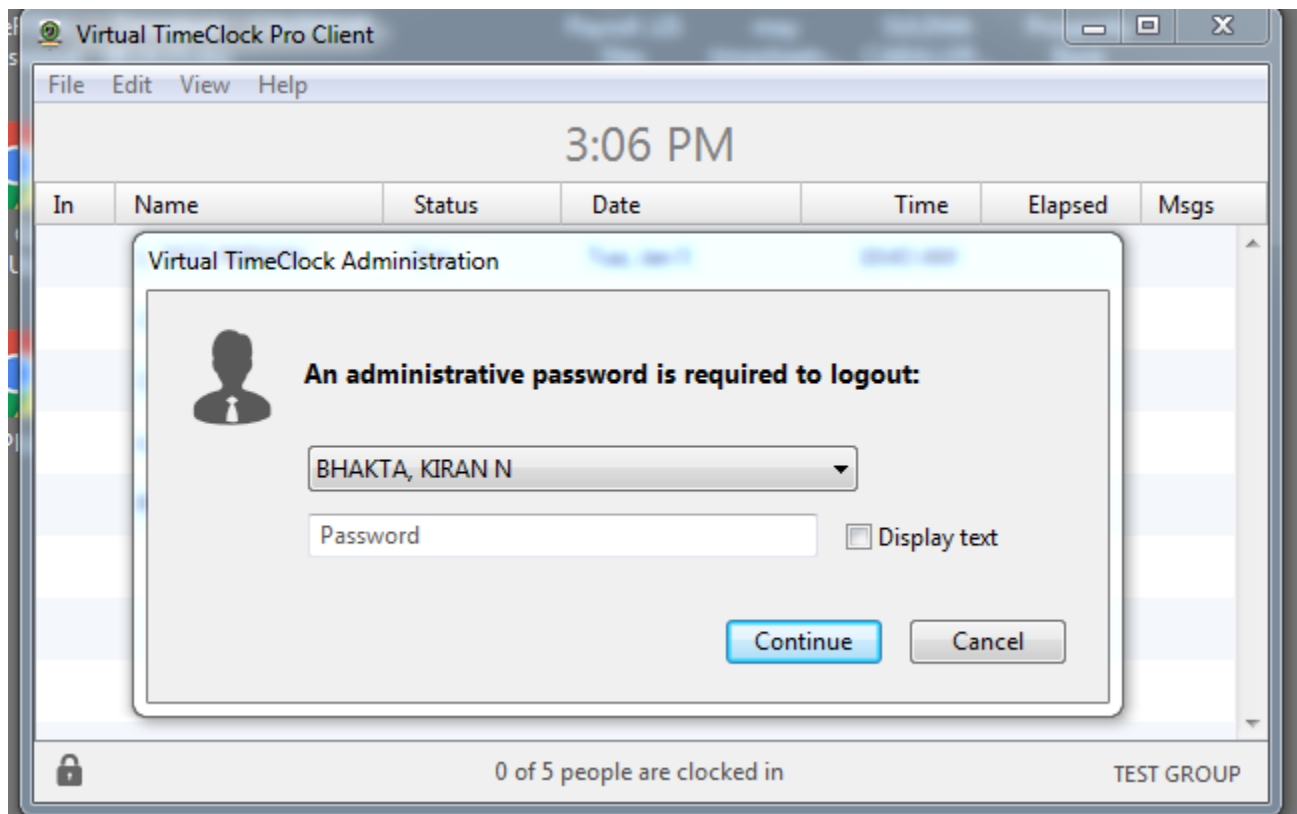


VIRTUAL TIME CLOCK  
DIFFERENT LOCATION/GROUP LOGIN

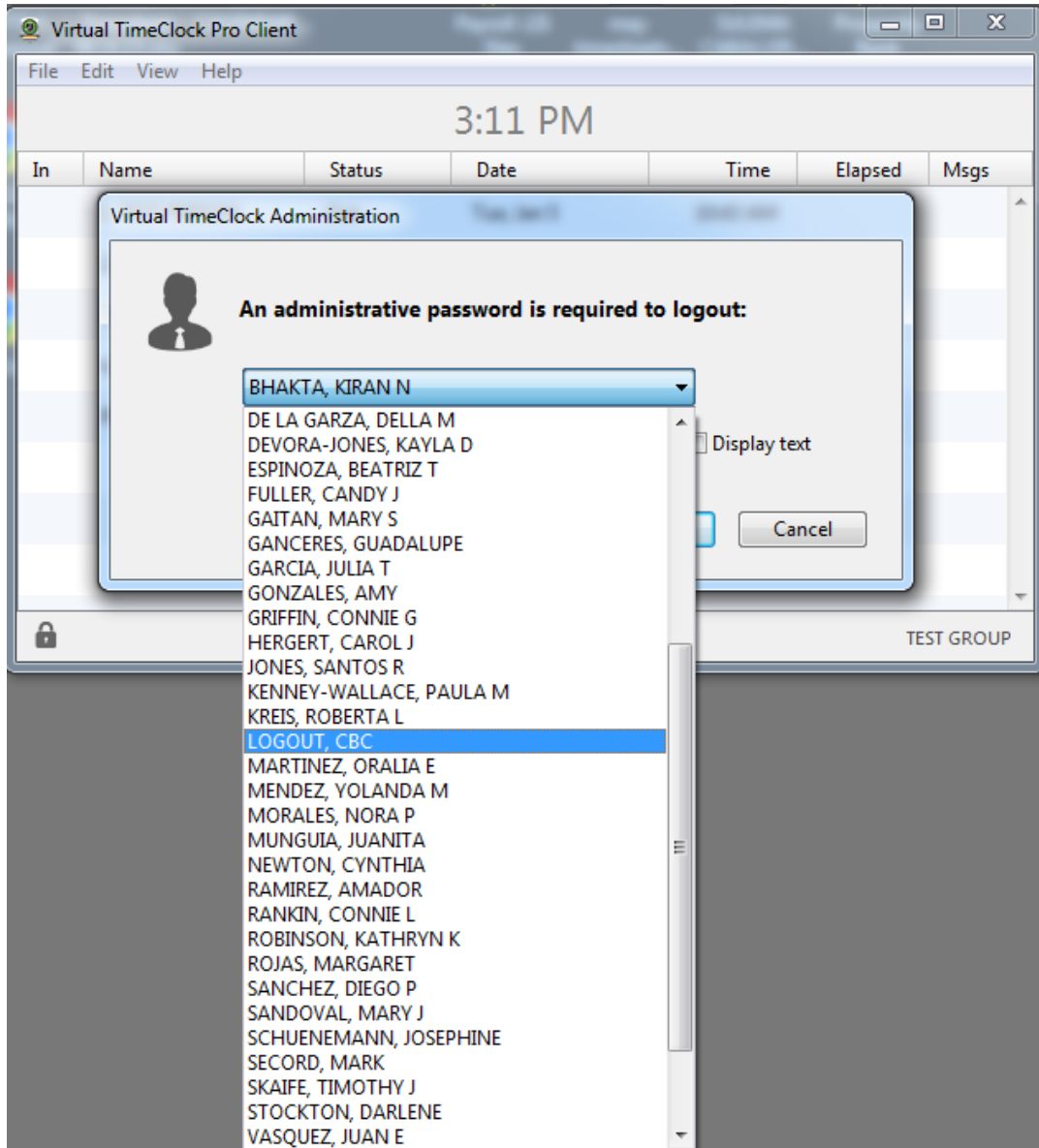
1. To clock in from a different office or site go to a computer with the Virtual Time Clock and log out of server. Click on 'File' on the toolbar and go to 'Logout of Server'



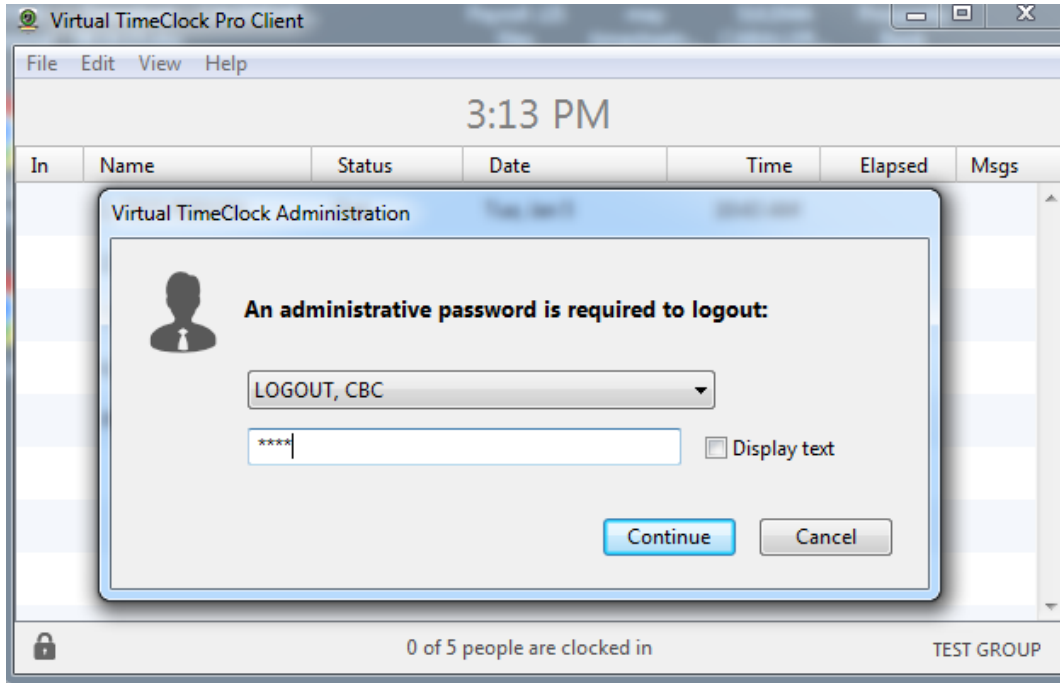
2. The following will appear



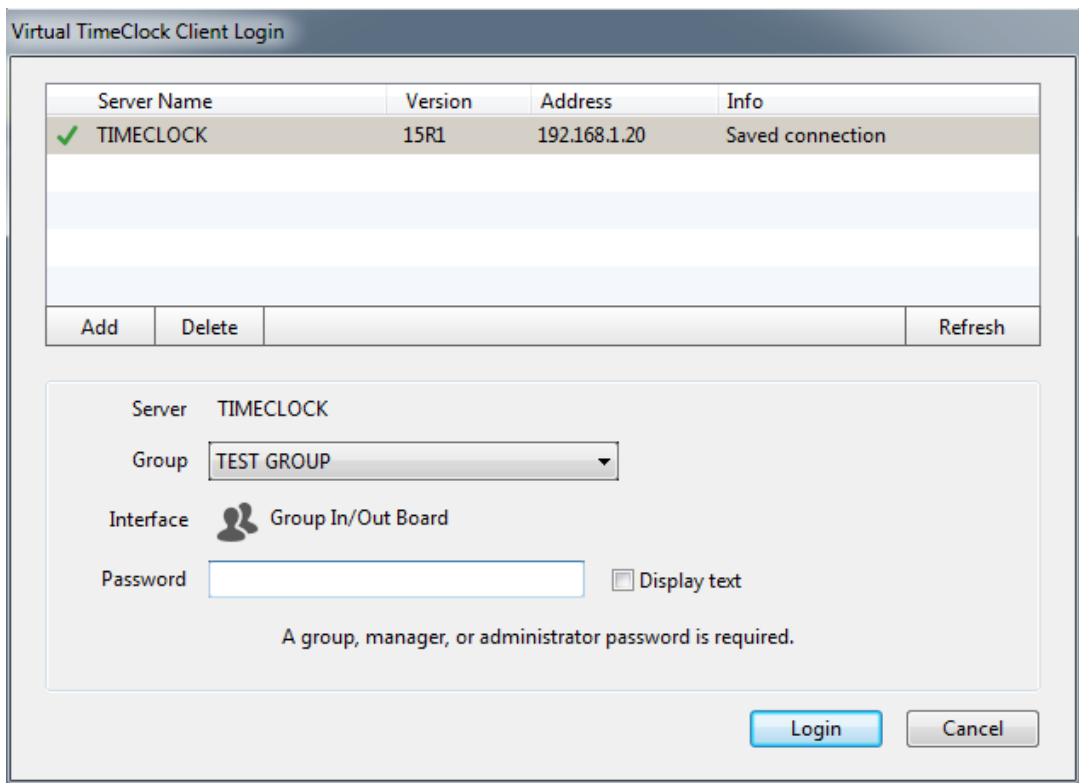
3. Click on the dropdown arrow and select 'LOGOUT, CBC'



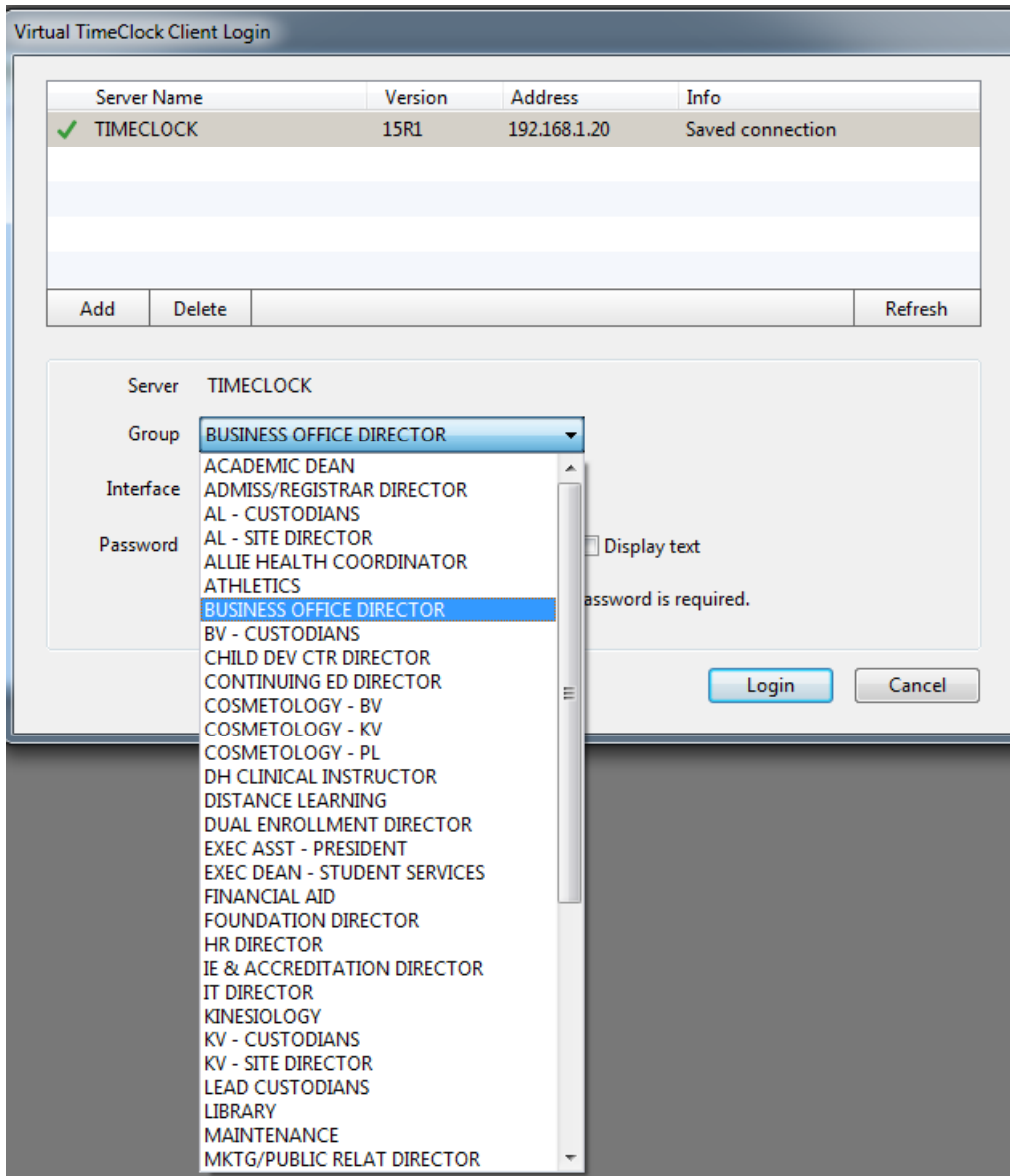
- After you have selected 'LOGOUT, CBC' you will enter 'exit' (in lowercase) and click on the continue button



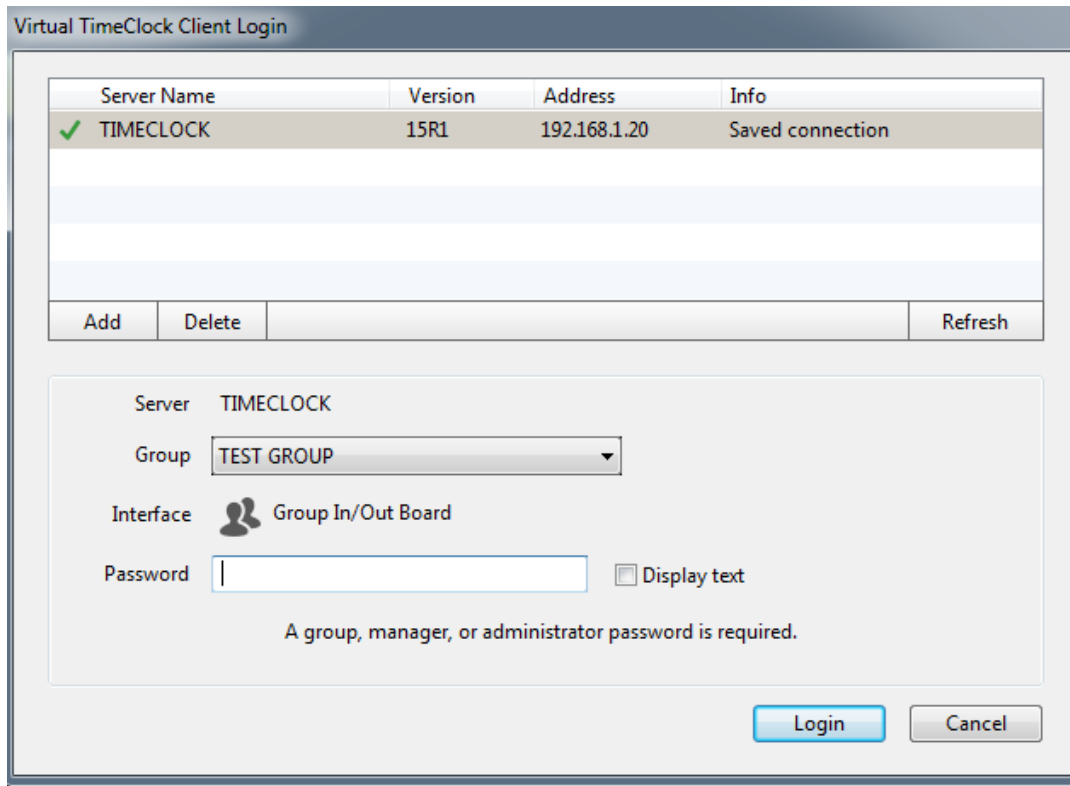
- At this point the following window will appear



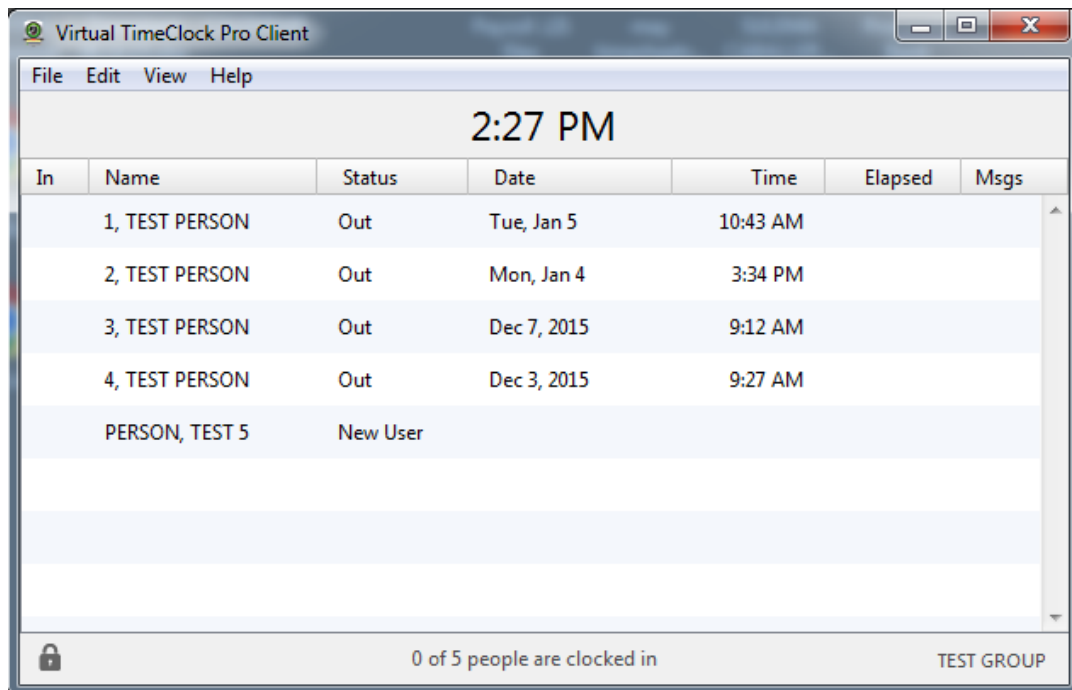
6. Now you will be able to select your group and login



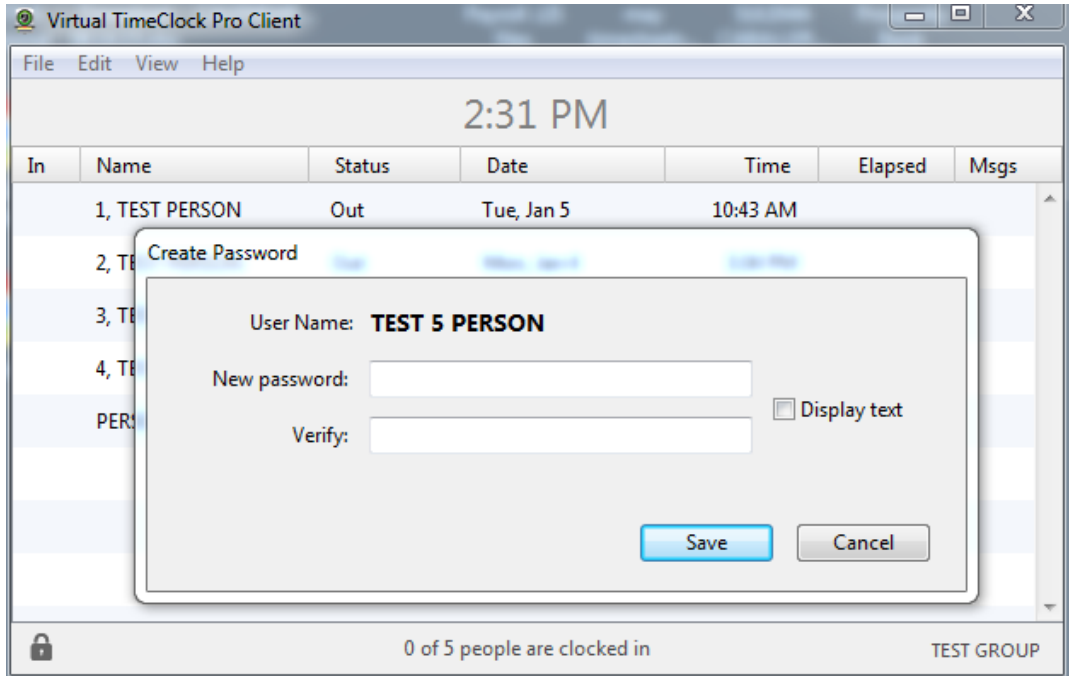
7. Log into your group with the group password (this will be provided by payroll office because each group has an individual password)



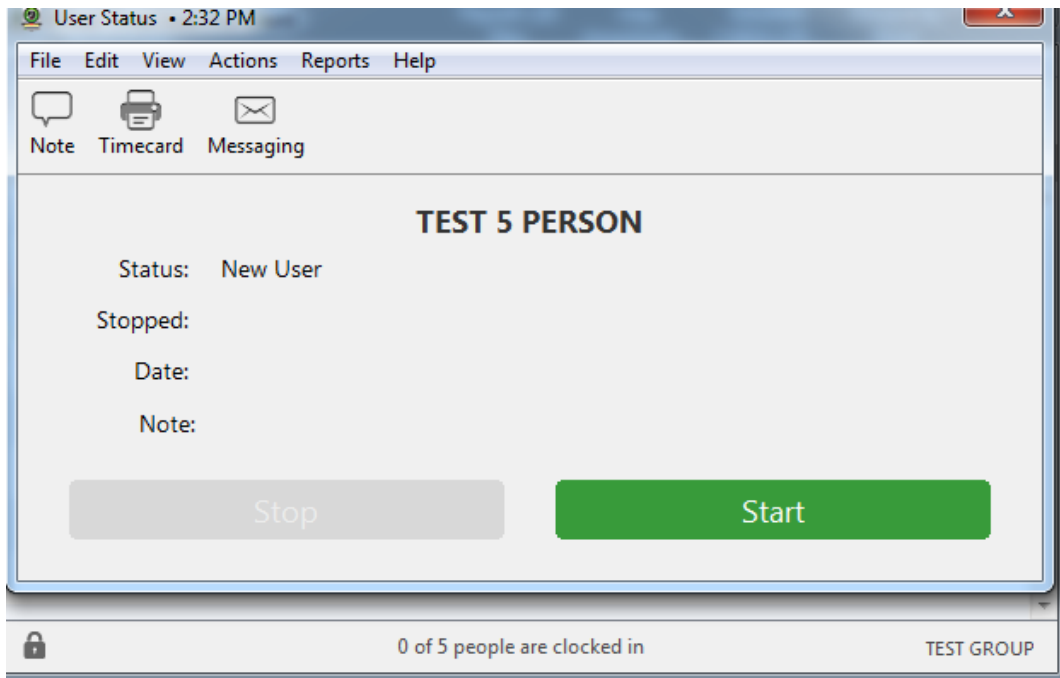
8. After you log in a list of all members in the group will show up, select your name



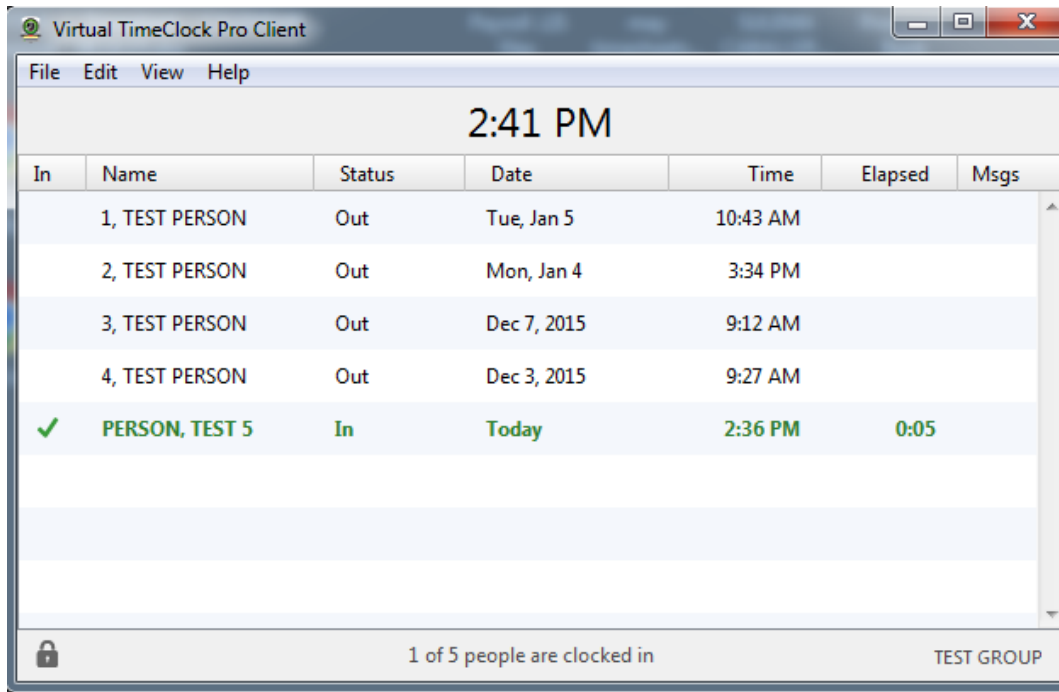
9. You will be prompted to create a personal password (we recommend to use the last 4 digits of your SS#)



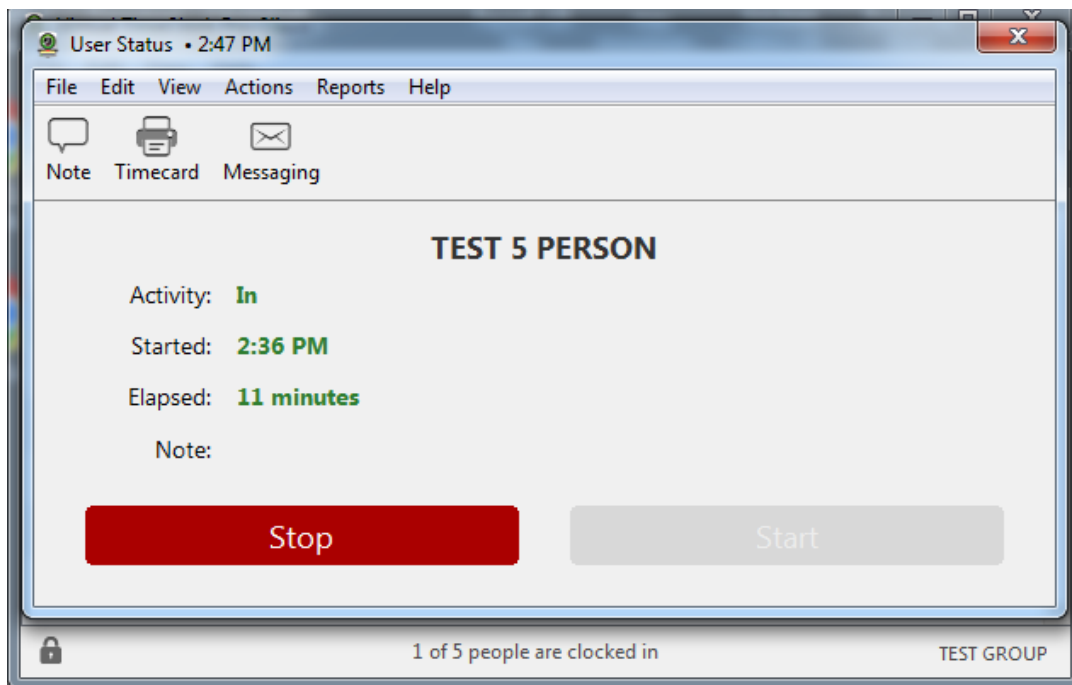
10. Save password and following window will take you to the time clock. At this point you will click on the start button to clock in.



11. After you have clocked in, the following window will display your clock in; at this point you can minimize this window.



12. Before you go to lunch you will need to open the time clock icon, select your name, enter the personal password, and click stop on the following window.



13. At this time you can minimize window until you return and need to clock in again, either from lunch or to start a new day.