

Peoplenet Virtual Time Clock Punch Guide

Logon

After clicking the Virtual Time Clock link, sign in using your PIN.

peoplenet

Welcome to the Time Tracking & Management System

If you have questions about time adjustments, payroll or work policies, please contact your payroll administrator or company help desk.

Log In

Enter PIN

Log In

Your PIN is typically the last 4 of your SSN.

Clock IN or OUT

Review your Department/Assignment. Then clock **IN** or **OUT**.

Week Ending: 10/07/2012

10/05/12 11:46

View Time Card

Time Clock

Assignment: North Pointe - General Department

IN OUT

Assignment	Mon 10/01/12	Tue 10/02/12	Wed 10/03/12	Thu 10/04/12	Fri 10/05/12	Sat 10/06/12	Sun 10/07/12	Total
North Pointe - General Department								
Total	0.00	0.00	0.00					

If you have multiple departments, select your department from the **Assignment** list before clicking the **IN** button.

Confirm Punch & Review Time

Confirm your punch when prompted.

Please confirm your In Punch

Clock 1 - 5 Transport

Tue 10/18/2016 14:29:22

Note: Your punch may be rounded

OK Cancel

If you don't click **Ok**, your punch will not be recorded.

Click **View Time Card** to review punches for the current week.
Review Punches for previous weeks by opening the **Week Ending** menu.

Sign Out

When you're done recording time and reviewing punches, click **Sign Out** on the left.

If you need more help, email support@peoplenet.com or call 1-800-669-9765.