



Timekeeping Information (for Associates Assigned to JAC Products)

All temporary associates on assignment at JAC Products will use the JAC Products timeclock, Dayforce.

PIN: Your PIN will be the **last 4 digits of your social security number**.

MIS-PUNCHES: Any issues with the timeclock need to be directed to your **supervisor** (not a team leader) before the start of your shift. If you forget to clock in or clock out, you need to notify your supervisor right away.

QUESTIONS: If you have any questions, please reach out to Manpower at 734-665-3757 or jac@manpowermi.com.

INSTRUCTIONS:

1. To clock in/out, touch the “Start Shift” or “End Shift” icon.
2. Enter your unique PIN which is the last 4 digits of your social security number.
3. The screen will turn green and confirm your name and time of your punch in/out.

