

Using the Dayforce HTML Clock



Dayforce HTML is a webclock that helps you capture your time and attendance data. This is where you can perform punches

Step	Action
1.	Start your shift. When you're ready to begin working you'll punch in - Tap Start Shift .  Start Shift
2.	Enter your Employee ID - Use the keypad to enter your unique Employee ID for METRO YMCAs
3.	After entering your ID number - you'll receive confirmation letting you know you're punched in and ready to work. The light on the top of the Dayforce Touch Clock will also flash green.
Note:	When you punch in you are automatically recorded as working your primary job (if no schedule exists), or your scheduled job. If you're instead working another job, or you're performing multiple jobs in a single shift, you'll may use the work transfer feature. This feature can also be used to verify the job you are punching.  Transfers Tap Transfers enter your Employee ID and select work transfer, all of your available work assignments will be listed on the screen. Tap the job you wish to punch. Selecting a job will instantly change what job you're recorded as working.
4.	To Punch out for lunch Tap Start Break .  Start Break
5.	Enter your Employee ID number - Your punch out was successful!
6.	Return to work - End your meal to get back on the clock and continue with your shift. Tap End Break . Forgetting to end a meal can prevent you from punching out at the end of the day and can cause inaccurate timesheet reporting.  End Break
7.	Enter your Employee ID Number. Your punch in was successful! Your meal has ended and you're back on the clock.
8.	End your shift Tap End Shift .  End Shift
9.	Enter your Employee ID Number using the key pad. After entering your ID number - you'll receive confirmation letting you know you're punched out!