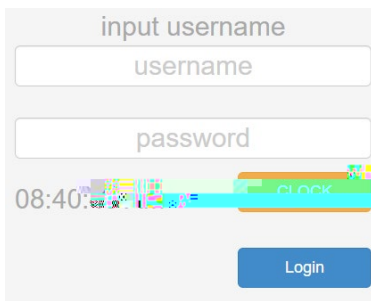
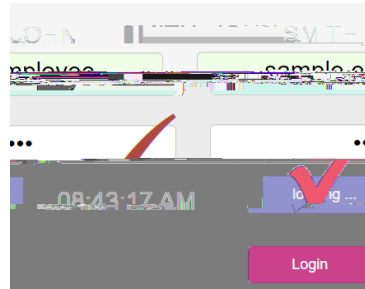
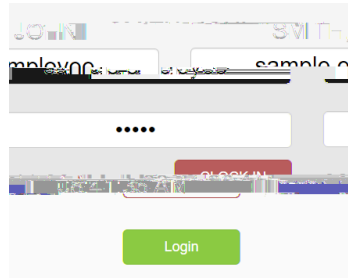
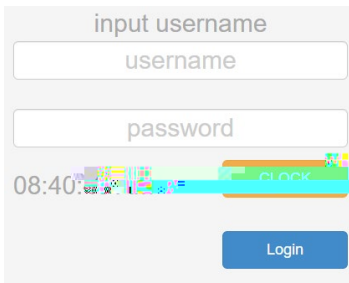


# OpenTimeClock Employee Instructions

## HOW TO: Clock In/Out



## HOW TO: Change Your Username/Password

## HOW TO: Request Time Off

## HOW TO: Correct A Missed/Wrong Punch

## HOW TO: Verify Your Timesheet