

## How to clock in and out with MPK

Employees that only need MPK function to punch in and out can use any computer that is logged into MPK already.

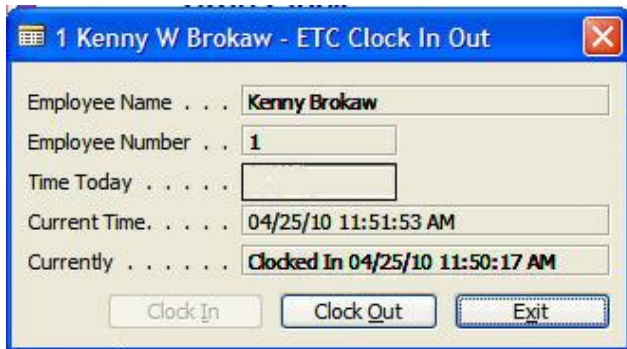
At the bottom left of the main menu is the “Time Clock”.



Click on “Time Clock” then click on “Clock in /out” (You may also view you daily and weekly time card on this menu by clicking on “Current Week Time Card”).



Enter your employee number and password (the default password is your employee number). You will then get the Clock In /Out prompt.



Then click “Clock in” or “Clock Out” as needed. In the event you make a time clock error (such as forgetting to Clock out for lunch or at the end of the day) please see your manager to have the error corrected.