Viewing Hours by WallClock		TimeClock Plus <sup>®</sup>
Select Operation John Doe Clocked in at 10:14 AM Friday June 24, 2016 10:21:37 am Clock In Clock Out Start Break End Break Change Job Code Self Service	Self Service View Hours Messages Requests	Last Punch View Accruals Cancel

## **Viewing Hours**

## Badge

- 1. If you have a badge, you will place it in front of the green lights at the top of the clock.
- 2. Select Self Service and choose View Hours
- 3. Select **Continue**.

## **MUID and PIN**

- 1. If you do not have a badge, you will enter your MUID and PIN.
- 2. Select Self Service and choose View Hours
- 3. Select **Continue**.