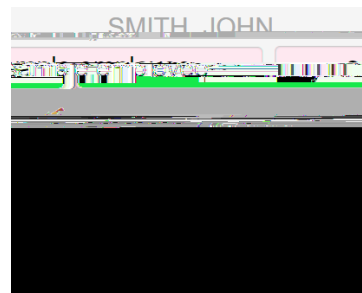
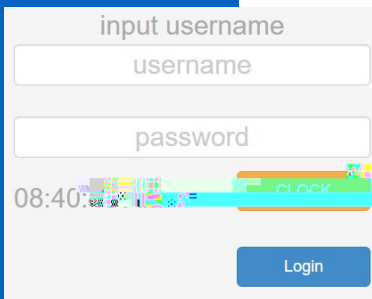
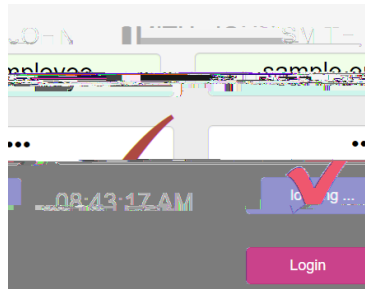
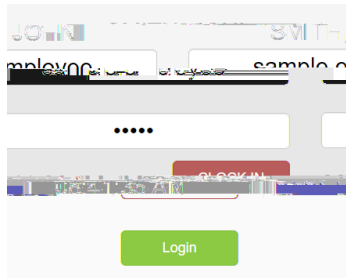
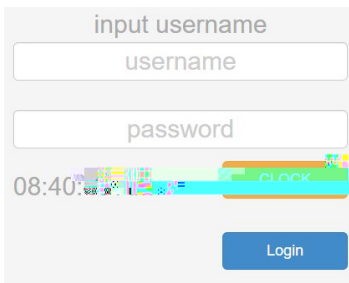


OpenTimeClock Supervisor Instructions payroll@csdacom

On a computer, go to <https://www.opentimeclock.com/app/index.html@companyname@CSDA> or go to

HOW TO: Clock In/Out



HOW TO: Change Your Username/Password

HOW TO: Correct A Missed/Wrong Punch

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Ab/Absence	Shift	Date	In	Out	Req	OT	DT	PTO	Paid	Unpaid	Total
		07/28	08:30 am	12:00 pm	3.50						
		07/28	08:30 am	12:00 pm	3.50						
		07/29	08:30 am	12:00 pm	3.50						
		07/29	08:30 am	12:00 pm	3.50						
		07/30	08:30 am	12:00 pm	3.50						
		07/30	08:30 am	12:00 pm	3.50						
		07/31	08:30 am	12:00 pm	3.50						
		07/31	08:30 am	12:00 pm	3.50						
		08/01	08:30 am	12:00 pm	3.50						
		08/01	08:30 am	12:00 pm	3.50						
		08/02	08:30 am	12:00 pm	3.50						
		08/02	08:30 am	12:00 pm	3.50						
		08/03	08:30 am	12:00 pm	3.50						
		08/03	08:30 am	12:00 pm	3.50						
		08/04	08:30 am	12:00 pm	3.50						
		08/04	08:30 am	12:00 pm	3.50						
		08/05	08:30 am	12:00 pm	3.50						
		08/05	08:30 am	12:00 pm	3.50						
		08/06	08:30 am	12:00 pm	3.50						
		08/06	08:30 am	12:00 pm	3.50						
		08/07	08:30 am	12:00 pm	3.50						
		08/07	08:30 am	12:00 pm	3.50						
		08/08	08:30 am	12:00 pm	3.50						
		08/08	08:30 am	12:00 pm	3.50						
		08/09	08:30 am	12:00 pm	3.50						
		08/09	08:30 am	12:00 pm	3.50						
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		08/11	08:30 am	12:00 pm	3.50						
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		08/17	08:30 am	12:00 pm	3.50						
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		08/18	08:30 am	12:00 pm	3.50						
		08/18	08:30 am	12:00 pm	3.50						
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		08/29	08:30 am	12:00 pm	3.50						
		08/30	08:30 am	12:00 pm	3.50						
		08/30	08:30 am	12:00 pm	3.50						
		08/31	08:30 am	12:00 pm	3.50						
		08/31	08:30 am	12:00 pm	3.50						

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[Add](#) | [Edit](#) | [Delete](#) | [Cancel](#)

Medif. Working Entry

Date: 07/28/2021

Time: 08:30 AM

Comment:

HOW TO: Verify Employees' Timesheets

Application interface showing a search bar with "SMITH, JOHN" and a list of items. The list includes "DOE, JANE" with a date "Sun 08/01" and "JONES, BOB" with a date "Sat 08/07". Buttons for "Add" and "Remove" are visible.

Name	Date
DOE, JANE	Sun 08/01
JONES, BOB	Sat 08/07

Application interface showing a search bar with "SMITH, JOHN" and a list of items. The list includes "DOE, JANE" with a date "Sun 08/01" and "JONES, BOB" with a date "Sat 08/07". Buttons for "Add" and "Remove" are visible.

Name	Date
DOE, JANE	Sun 08/01
JONES, BOB	Sat 08/07