

Go to www.opentimeclock.com and click on "Login"

Select product "T1"

....put in company name "Friends of Switchpoint" and sign in.

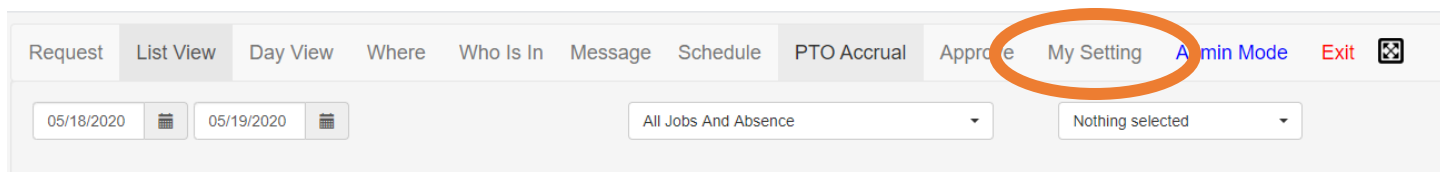
- Product T1**
demo account, company name: T1, username: 1, password: 1
- Product 2008**
demo account, company name: 2008, username: 1, password: 1

Your *username* is first initial + last name (jsmith).

Leave the password field blank the first time.

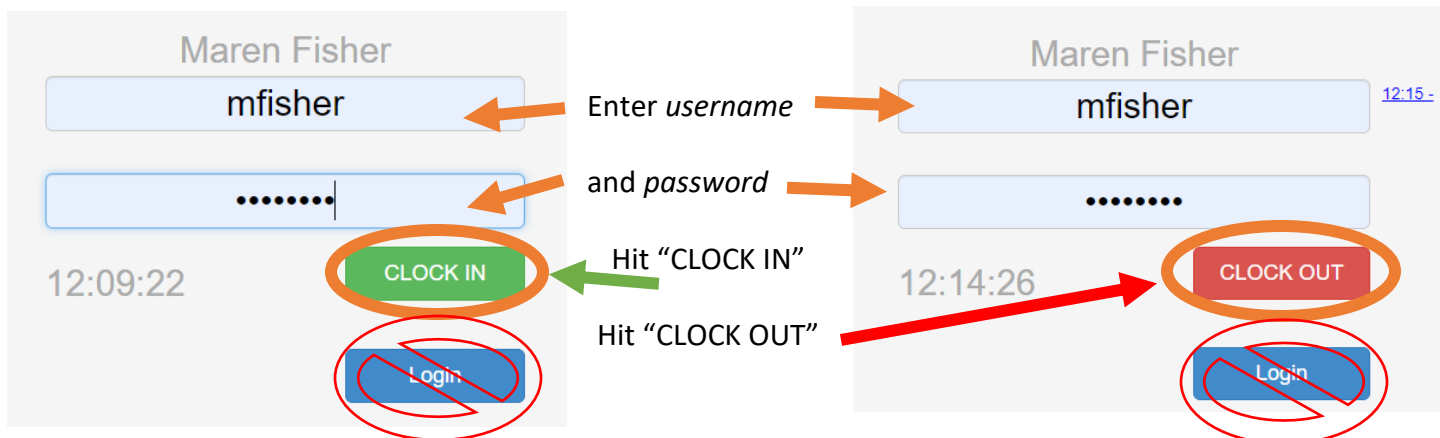
Then Login.

Go into "My Setting" and setup a password.



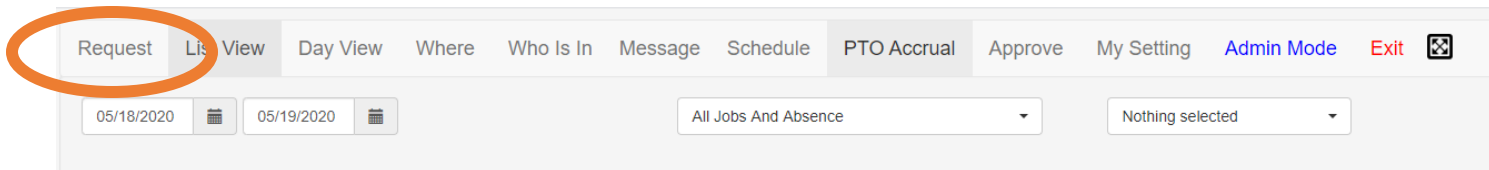
To clock in...

To clock out...



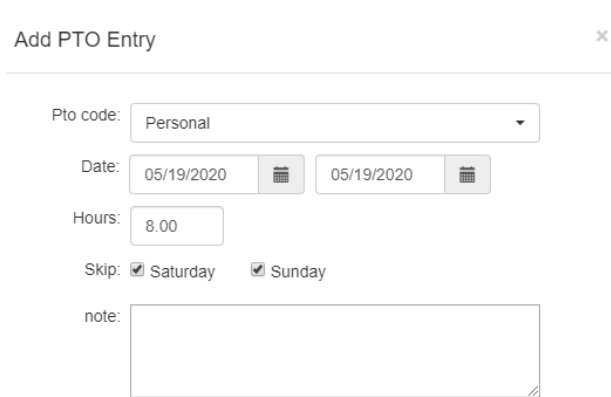
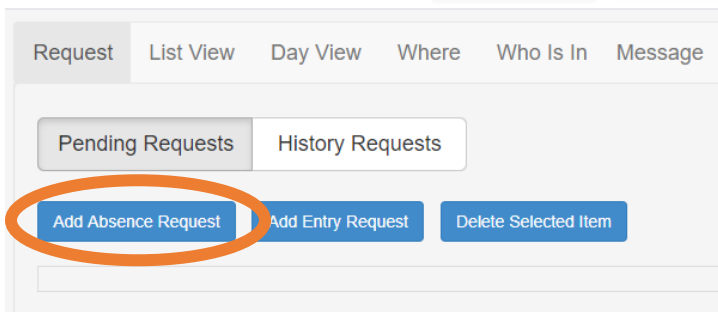
You do NOT have to click "login" to clock in and out

For time off requests – Login w/username & password then click "Request"



Click on "Add Absence Request"

Enter Dates and Hours and Note if PTO should be used or not



Your manager will approve or deny requests, and you will receive an email notification of the decision.

IMPORTANT: Please Login, click on the "Approve" tab and verify your hours at the end of each pay period. Notify your manager if there are any errors.

Managers will verify and approve their employees' time cards before deadline – making changes when necessary.