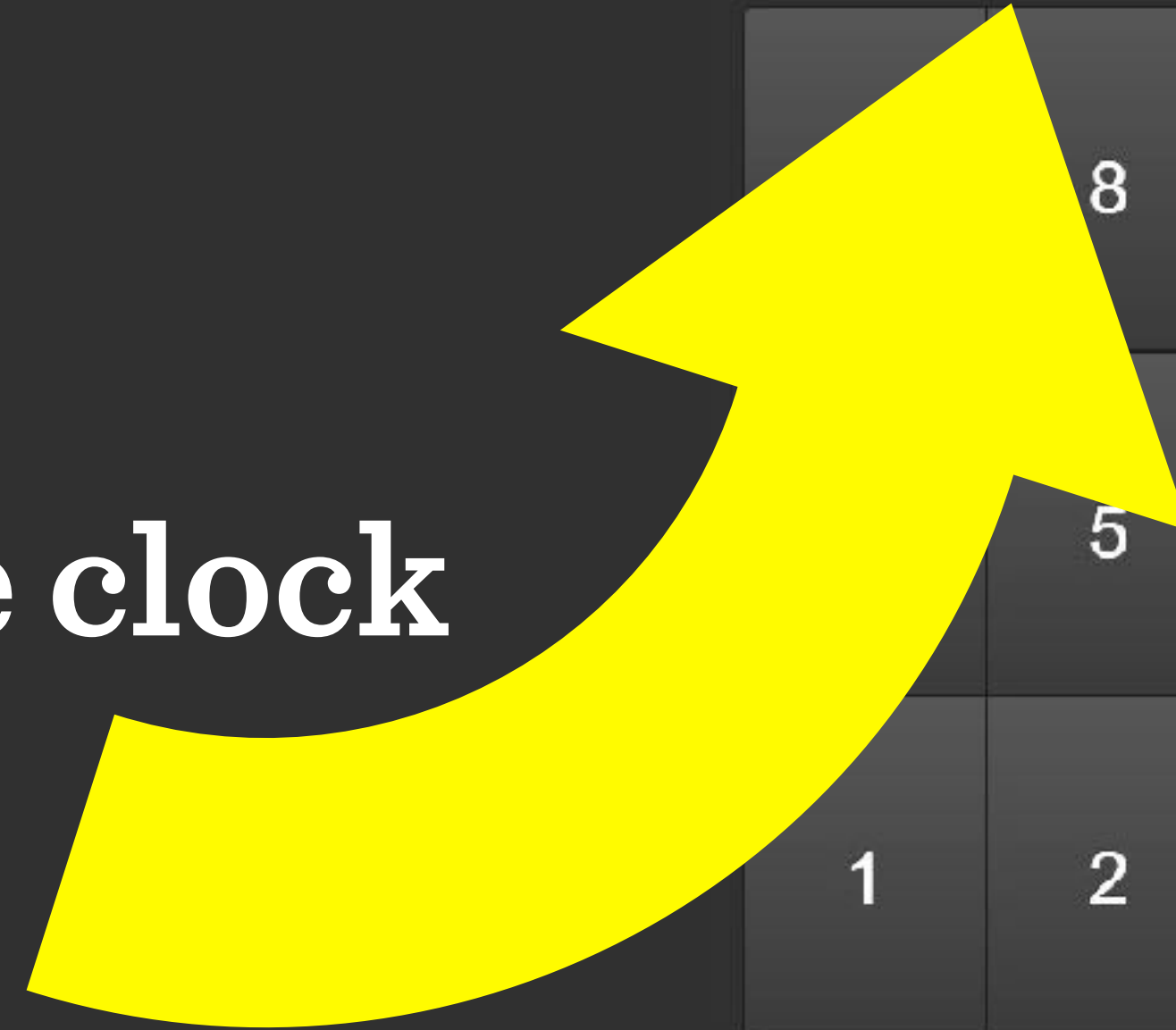


**Step 1:  
Enter your time clock  
number.**



Time Clock Home

Clock Number  Submit

8 9

5 6

1 2 3

0 ← Clear

3:55:36 PM

Brought to you by the Material Protection Program.

**“CONTAMINATION”  
Stop the Spread**

**When Sparks Fly**  
Never grind carbon steel near stainless. Always clean-up an area after grinding carbon steel.  
*Reference: MAT103 2.4.2*

The image shows a screenshot of a web-based time clock application. At the top, there is a header "Time Clock Home". Below it is a form with a text input field labeled "Clock Number" and a "Submit" button. A large yellow arrow points from the instructional text on the left towards this input field. Below the form is a numeric keypad with buttons for digits 0-9, a left arrow, and a "Clear" button. To the right of the keypad, the current time is displayed as "3:55:36 PM". Below the time is a dark grey box containing safety information. It starts with "Brought to you by the Material Protection Program." followed by the heading "“CONTAMINATION” Stop the Spread" in large, bold, white text. Below this is another heading "When Sparks Fly" with a left arrow icon, followed by the text "Never grind carbon steel near stainless. Always clean-up an area after grinding carbon steel." and a reference "Reference: MAT103 2.4.2".

**Step 2:**  
**At the top of the**  
**screen select**  
**“Overtime.”**



**Step 3:**  
**Verify your identity**  
**by entering your**  
**birth month and**  
**birth year MM/**  
**YYYY.**

MM/YYYY     /

7		
		3
0		-
<input type="button" value="Clear"/>		

## Scheduled hours

View Used Hours

Employee	WILLIAMS, EDWARD C	Excused Hours Remaining	8
Clock #	22356	Excused Hours Used	6

<< Previous Month	Pay Weeks In March								Next Month >>
Week	Hours	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Total
Week 1 (Feb 25 - Mar 03)	Scheduled Shift	8	8	8	8	8	0	0	40.0
	Required Overtime	0	0	0	0	0	0	0	0.0
	Excused Overtime	0	0	0	0	0	0	0	0.0
	Total	8	8	8	8	8	0	0	40.0
Week 2 (Mar 04 - Mar 10)	Scheduled Shift	8	8	8	8	8	0	0	40.0
	Required Overtime	0	0	0	0	0	0	0	0.0
	Excused Overtime	0	0	0	0	0	0	0	0.0
	Total	8	8	8	8	8	0	0	40.0
Week 3 (Mar 11 - Mar 17)	Scheduled Shift	8	8	8	8	8	0	0	40.0
	Required Overtime	0	0	0	0	0	0	0	0.0
	Excused Overtime	0	0	0	0	0	0	0	0.0
	Total	8	8	8	8	8	0	0	40.0
Week 4 (Mar 18 - Mar 24)	Scheduled Shift	8	8	8	8	10	5	0	47.0
	Required Overtime	0	0	0	0	2	5	0	7.0
	Excused Overtime	0	0	0	0	0	0	0	0.0
	Total	8	8	8	8	10	5	0	47.0
Week 5 (Mar 25 - Mar 31) Current Week	Scheduled Shift	8	8	10	10	0	1	1	45.0
	Required Overtime	0	0	2	2	0	0	0	5.0
	Excused Overtime	0	0	0	2	0	0	0	2.0
	Total	8	8	10	8	0	1	1	43.0

**Step 4:**  
Find the week and day where you want to use your “Excused Overtime Absences and select that button.”

**Step 5:**  
Using the keypad,  
enter the number of  
hours you would  
like to be excused  
from.

Time Clock Home

### Scheduled hours

View Used Hours

Employee	
Clock #	
<< Previous Month	
Week	
Week 1 (Apr 01 - Apr 07)	
Week 2 (Apr 08 - Apr 14)	
Week 3 (Apr 15 - Apr 21)	
Week 4 (Apr 22 - Apr 28)	

Excuse From Overtime On 4/5/2019

Hours To Be Excused  out of 2 hours

7

3

	Sat	Sun	Total
Remaining			8
Hours Used			6
>> Next Month			
	Sat	Sun	Total
	0	0	42.0
	0	0	2.0
	0	0	2.0
	0	0	40.0
	0	0	40.0
	0	0	0.0
	0	0	0.0
	0	0	40.0
	0	0	40.0
	0	0	0.0
	0	0	0.0
	0	0	40.0
	0	0	0.0
	0	0	0.0
	0	0	40.0



**Step 6:**  
**If you opt out of overtime at  
 least 48 hours in advance,  
 overtime will be  
 automatically excused.**

**To end: Select “Time Clock”  
 at the top of the screen.**

Time Clock Home

Scheduled hours

View Used Hours

Employee	WILLIAMS, EDWARD C	Excused Hours Remaining	8
Clock #	22356	Excused Hours Used	6

1 hours of overtime have been excused for 4/5/2019

<< Previous Month		Pay Weeks in April							Next Month >>	
Week	Hours	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Total	
Week 1 (Apr 01 - Apr 07)	Scheduled Shift	0	0	0	0	10	0	0	42.0	
	Required Overtime	0	0	0	0	2	0	0	2.0	
	Excused Overtime	0	0	0	0	1	0	0	1.0	
	Total	8	8	8	8	9	0	0	41.0	
Week 2 (Apr 08 - Apr 14)	Scheduled Shift	8	8	8	8	8	0	0	40.0	
	Required Overtime	0	0	0	0	0	0	0	0.0	
	Excused Overtime	0	0	0	0	0	0	0	0.0	
	Total	8	8	8	8	8	0	0	40.0	
Week 3 (Apr 15 - Apr 21)	Scheduled Shift	8	8	8	8	8	0	0	40.0	
	Required Overtime	0	0	0	0	0	0	0	0.0	
	Excused Overtime	0	0	0	0	0	0	0	0.0	
	Total	8	8	8	8	8	0	0	40.0	
Week 4 (Apr 22 - Apr 28)	Scheduled Shift	8	8	8	8	8	0	0	40.0	
	Required Overtime	0	0	0	0	0	0	0	0.0	
	Excused Overtime	0	0	0	0	0	0	0	0.0	
	Total	8	8	8	8	8	0	0	40.0	

