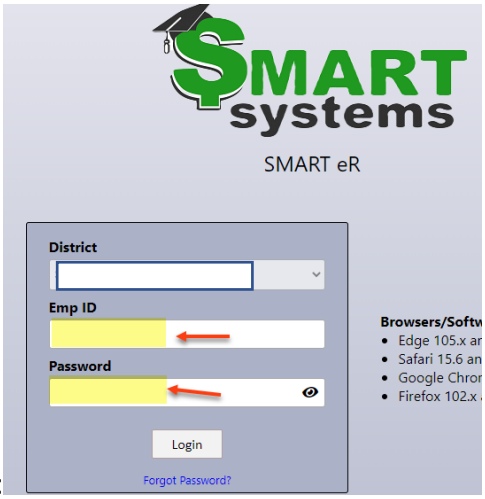
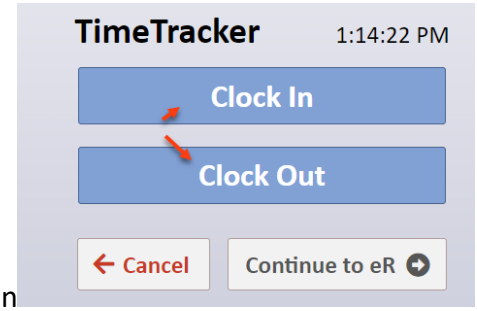
HOURLY Employee TimeTracker Clocking Instructions

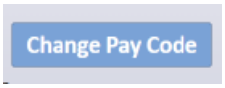
1. Go to: https://swscer.swsc.org/Login.aspx?dn=2534
2. Log in:



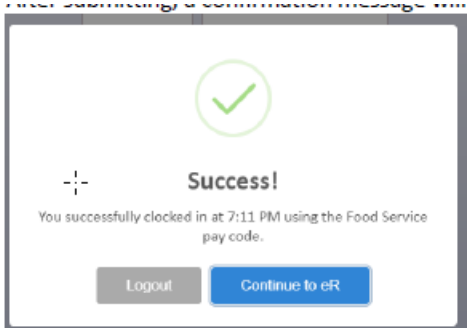
3. Select Clock In



   a. FYI: If you have multiple paycodes then you will see this as well.



4. Once clocked in you get this "success" message and you can either click logout or continue onto eR if you want to view SmarteR. (would then need MFA info)



5. Follow same instructions above for clocking out , just instead click "Clock Out" instead of "Clock In" on step 3.