

Clock In / Out
When you log in to *Employee LINQ*, the **Clock In / Out** menu displays.

Current Time & Status
This section displays the current time and whether you are clocked in or clocked out.

Job Card
Last Clock in reflects the time you clocked in.
Last Clock out reflects the hours and minutes worked.

Clock In / Out

It is Currently: **10:30:08 AM**

You are: **Clocked Out**

Principal 12

Job Code: **PRIN**

Site: **Site 999 - Name**

Last clock in: February 21st 2020, 7:28 am

Clock In

Clock In & Clock Out Button
Click the **Clock In** or **Clock Out** button on the appropriate job card.

Requests
You have the option to submit **Missed Clock In**, **Missed Clock Out**, and **Timesheet Adjustments** from the job card.