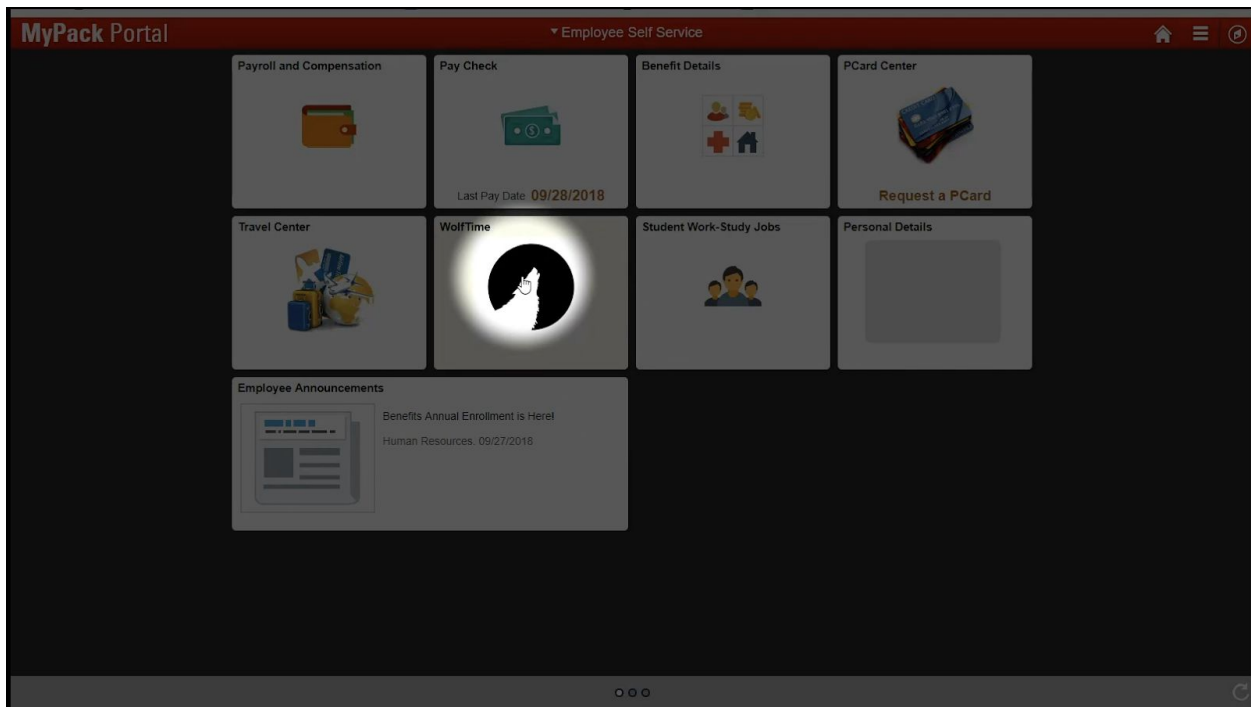


## WolfTime Training Video Read Along:

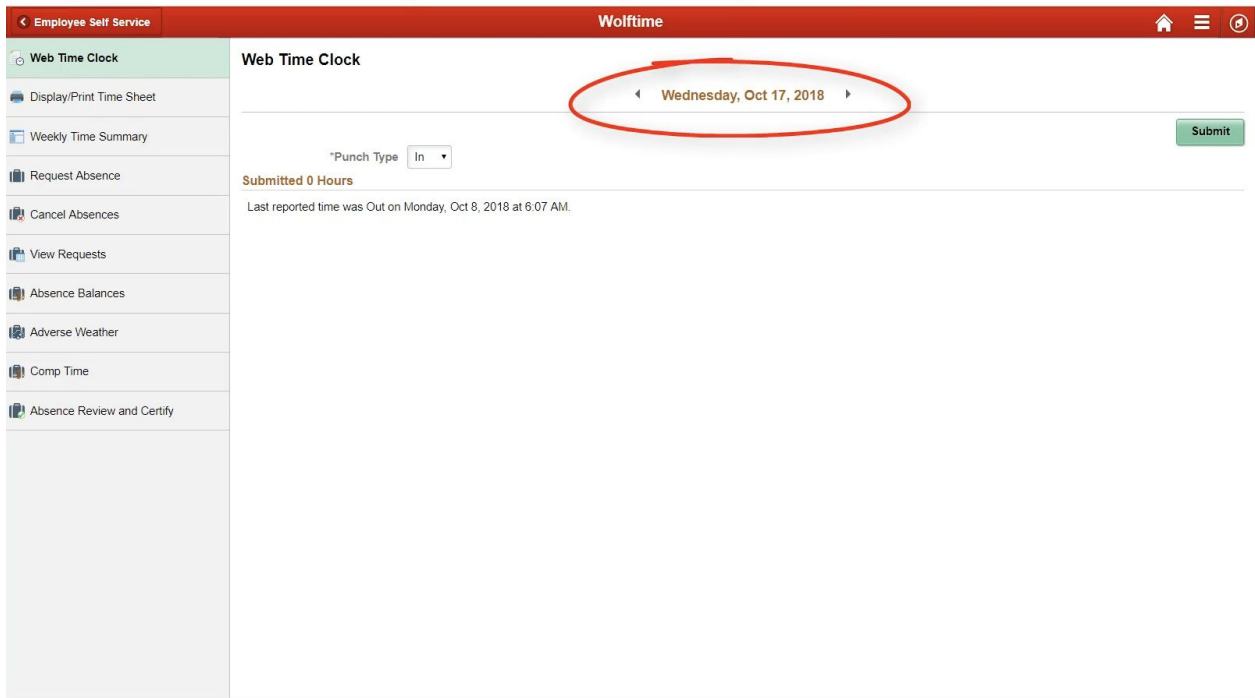
### WolfTime Training: Non Exempt Employees: How to Clock In and Out with the WolfTime WebClock

This video will explain how to clock "in" and "out" with the WolfTime Web Clock. At NC State, non-exempt employees need to clock "in" and "out" with the Web Clock found in WolfTime. Meet Adrian. Adrian is a non-exempt employee who needs to clock "in" and "out" with WolfTime. But she's a little confused, so let's show her what to do.

First, I log into MyPack portal. There, I see the employee self-service tiles. To access WolfTime, I always click on the WolfTime tile.

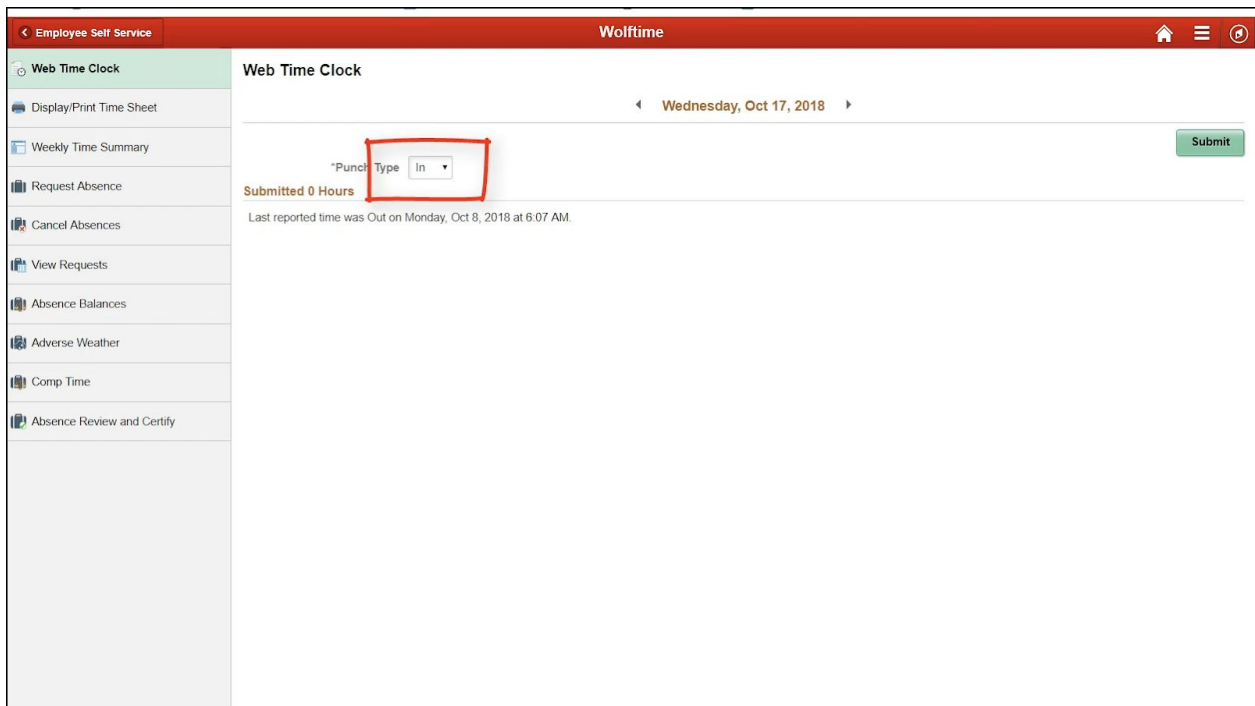


Once I'm in WolfTime, I automatically land on the Web Time Clock. The top of the page will display today's date.



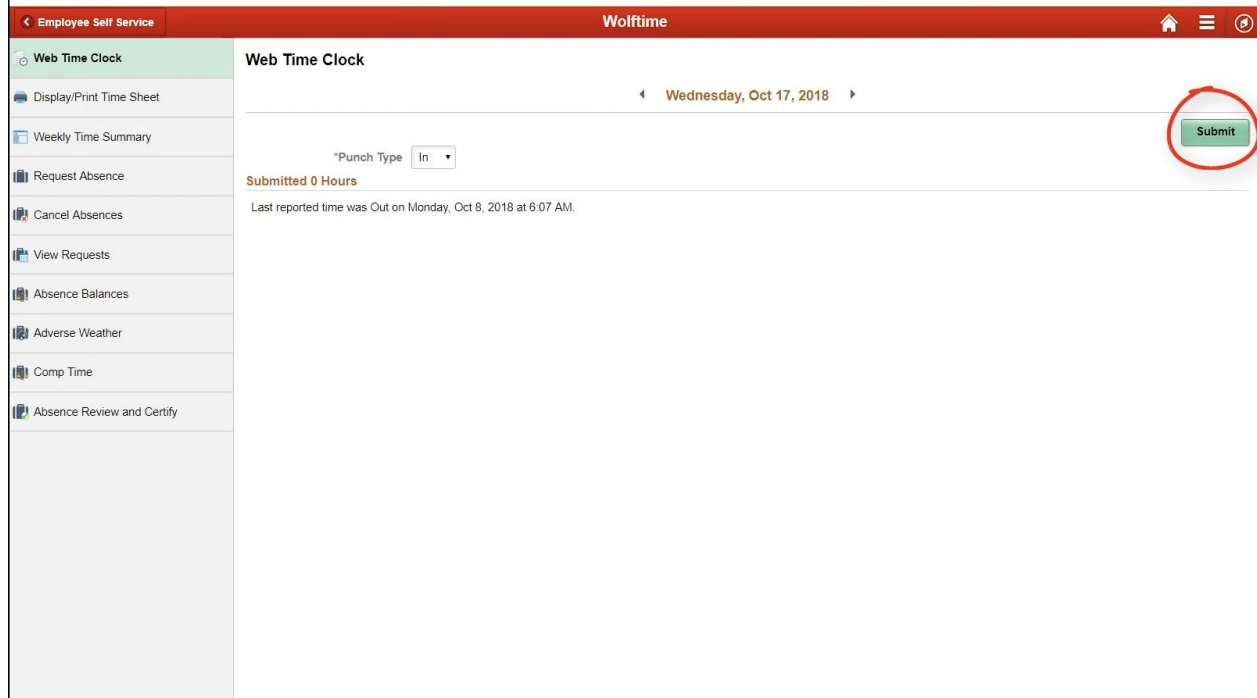
The punch type will default to the next punch type based on the last "in" or "out" punch type I used.

So in this case, my punch type is defaulted to "in".

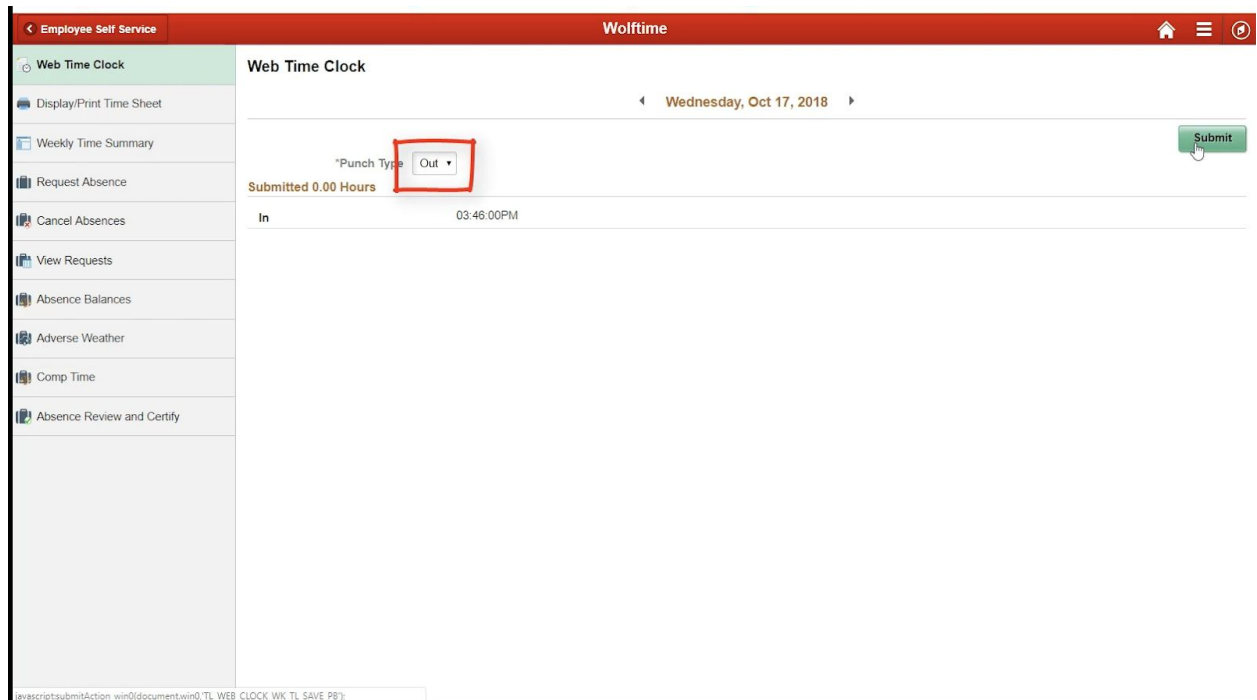


So if want to clock "in", I move my cursor over to the green Submit button, I click

Submit, and I'm punched "in".



And I can see that my next default punch time is "out".



So I'm ready to clock "out" the next time I use the WolfTime Web Clock. Now that Adrian knows how to follow these steps, she's a pro at clocking "in" and "out" with WolfTime.

