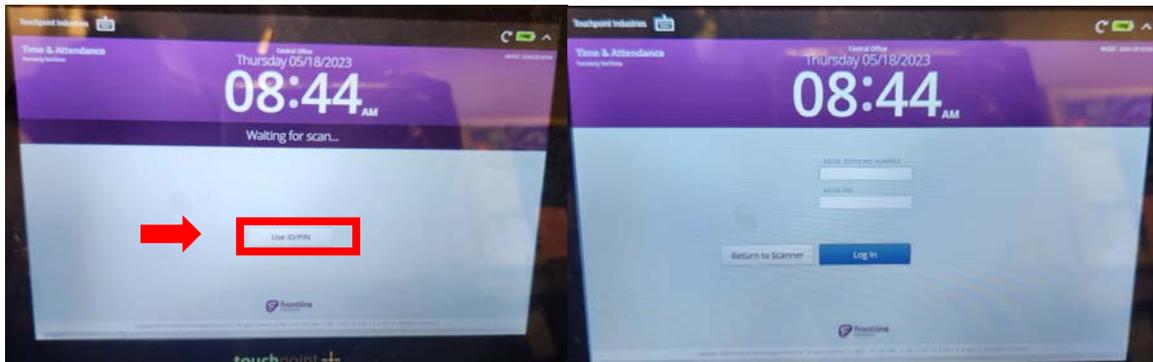


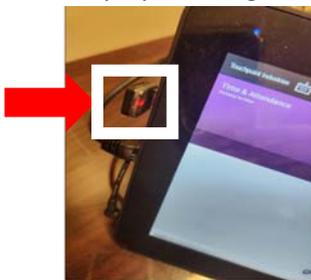
# Frontline Time & Attendance: Unable to Clock In

If you are unable to clock in, please follow the instructions listed below.

1. Click on **Use ID/PIN** (image on the left) on the Time Clock kiosk screen and the image on the right should appear.



2. Swipe your badge near the card reader located on the left side of the kiosk.



3. Your badge number will appear in the **Kiosk ID/Phone Number** field. If you are located at a school, please provide this badge number to your Bookkeeper. If you are located in a Department, please provide this badge number to your Administrative Assistant. The Bookkeeper/ Administrative Assistant will need to provide this number to their Payroll Specialist.

