

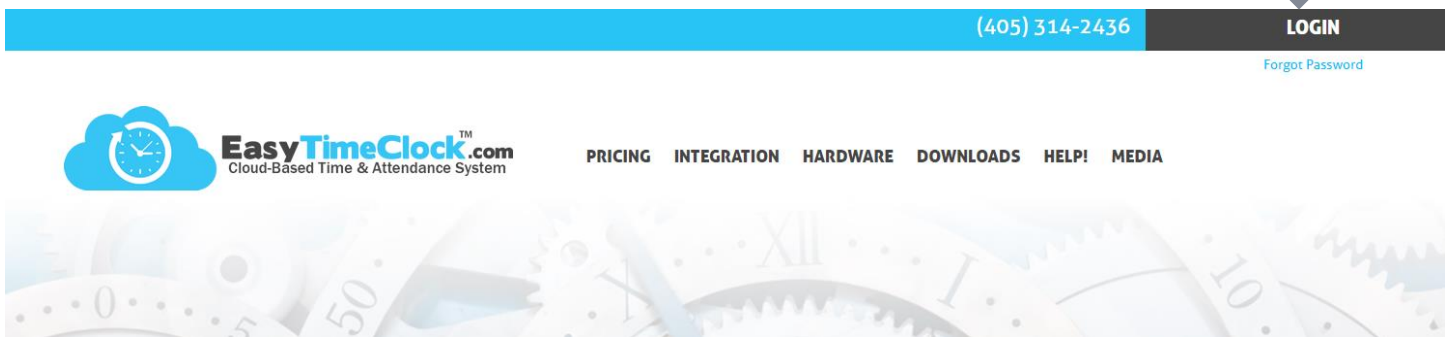
Employee Login

Step One:

Visit www.easytimeclock.com

Step Two:

Click Login



Company Login

Username

Password

Log In

Need help? [PDF](#) / [Video](#)

Remember Company Login
 Remember Username
 Mobile Device Formatting

[List Log In](#) | [Quick Punch Button](#) | [Create Shortcut](#) | [Forgot Password](#)

Every employee shares the same Company Login.

Each employee has his or her own Username.

First Time Login: If Admin has not assigned a password, leave the password field blank. It will prompt you to create a password for future use.

*Passwords are case sensitive.

Employees:

Enter your Company Login and Username. If you are unsure of these, ask your Administrator. **Leave the password field blank** the first time you log in, unless your Admin has assigned a password to you.

Admins:

The Company Login can be found under the Setup tab, in Login Setup. The Username can be found under the Setup tab, in Employee Setup.



Step Three:

View Timecard

4/24/2016 - 4/30/2016 [Print Report](#)
[Approve For Payroll](#) [\[What's This?\]](#)

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period	Payroll Hours	Mileage
The current time is 4/27/2016 12:55:22 PM										
Clock In										
Entry Note: <input type="text"/>										

Clock In here

4/24/2016 - 4/30/2016 [Print Report](#)
[Approve For Payroll](#) [\[What's This?\]](#)

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period	Payroll Hours	Mileage
Wed 4/27/2016	12:57 PM	Time So Far	0h 0m	Work	•				Salary	
The current time is 4/27/2016 1:03:40 PM										
Clock Out										

See your clock-in time here

Click here to view your total hours so far

Clock Out here