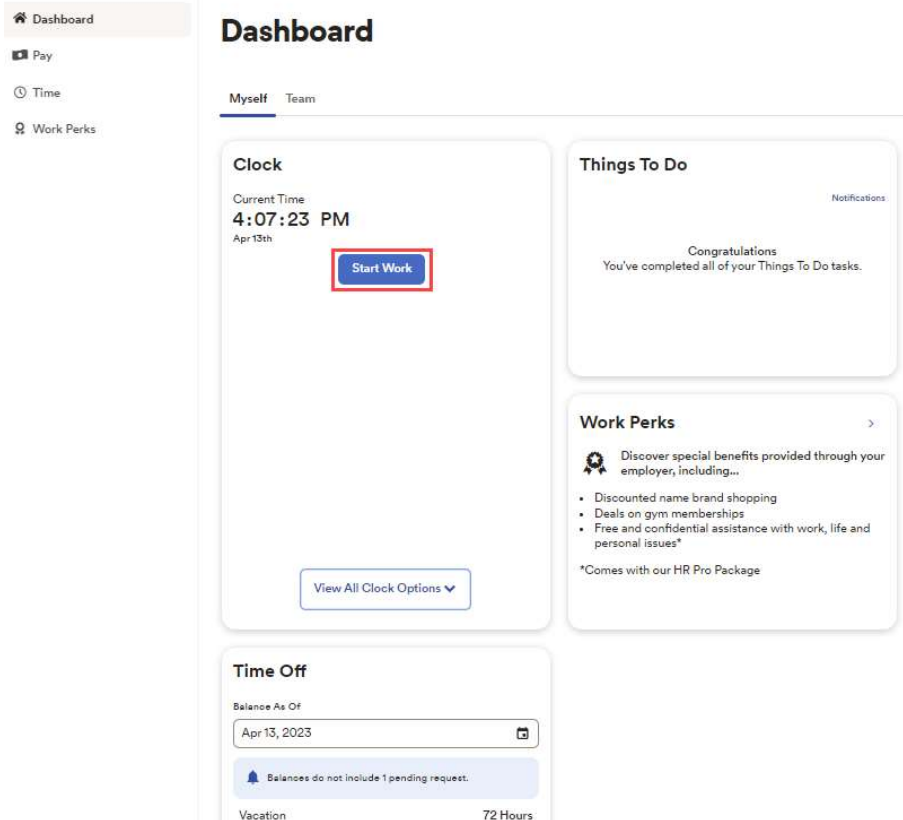


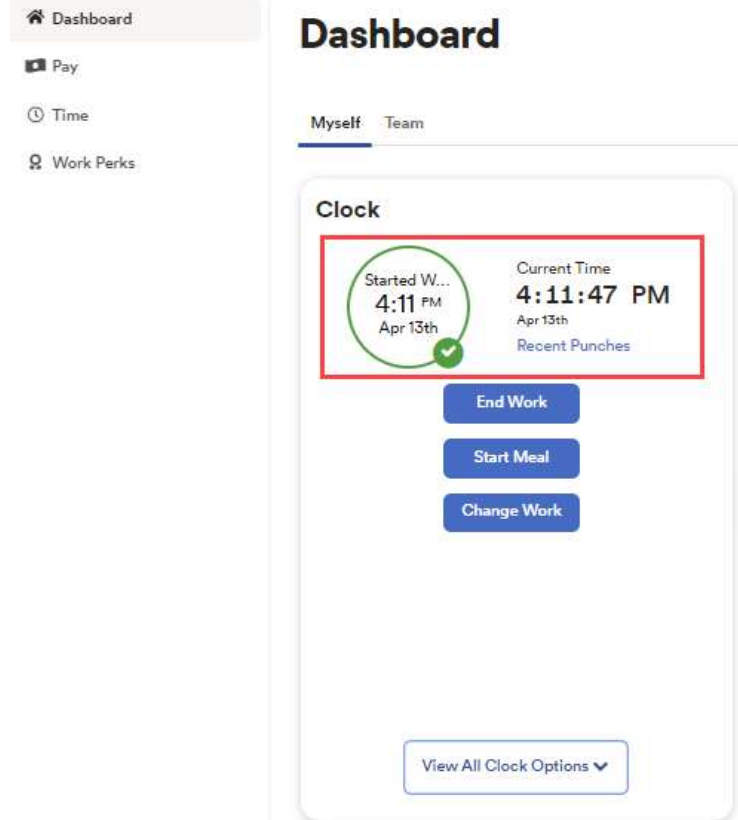
Clocking in and Out (Web)

- 1 On the Dashboard you will see a **Stark Work** button. You can click on that to clock in.



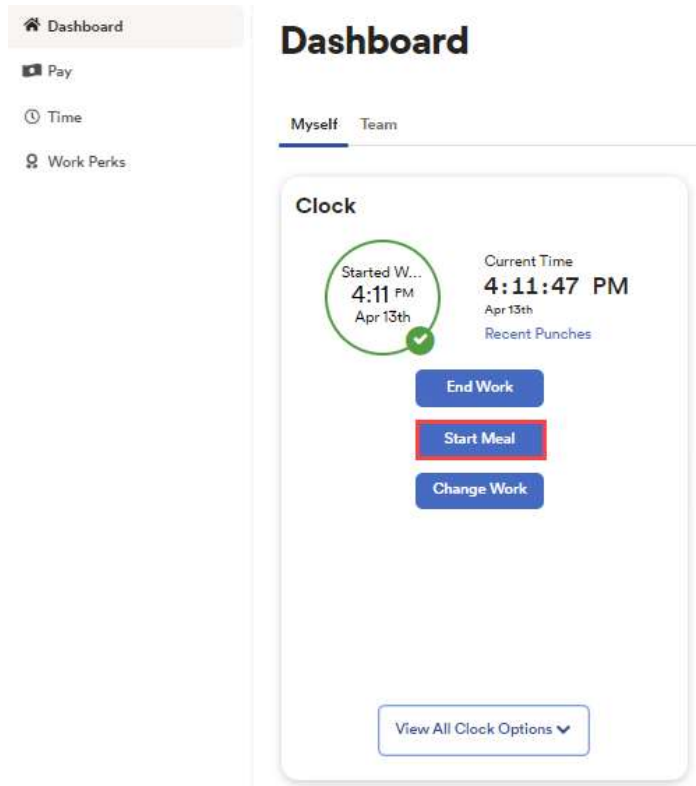
The screenshot shows the Stark Work Dashboard. On the left is a navigation menu with 'Dashboard', 'Pay', 'Time', and 'Work Perks'. The main content area has a 'Dashboard' header and 'Myself' / 'Team' tabs. The 'Clock' widget displays the current time as 4:07:23 PM on Apr 13th and features a blue 'Start Work' button highlighted with a red box. Below it is a 'View All Clock Options' button. To the right, the 'Things To Do' widget shows a congratulatory message for completing tasks. Below that, the 'Work Perks' widget lists benefits like discounted shopping and gym memberships. At the bottom, the 'Time Off' widget shows a balance of 72 hours for vacation as of Apr 13, 2023, with a note about pending requests.

- 2 Now this will display your clocking information and provide you with updated options.



The screenshot shows the Stark Work Dashboard after clocking in. The 'Clock' widget is now highlighted with a red box and displays 'Started W... 4:11 PM Apr 13th' with a green checkmark. The current time is updated to 4:11:47 PM. Below the clock widget are three blue buttons: 'End Work', 'Start Meal', and 'Change Work'. A 'View All Clock Options' button is at the bottom. The rest of the dashboard layout remains the same as in the previous screenshot.

3 If you want to start your lunch during the day, make sure you're clicking on the **Start Meal** when you leave for your break.



4 Then click **End Meal** when your break is finished.



Clocking in and Out (Web)

- 5 If you need to do something that is not showing on the tile, click on the **View All Clock Options**. This will display all clocking options. Including the ability to **change work** if you need to swap to a different department.

