



**ALWAYS REMEMBER**

**To**

**Clock-In and Clock-Out For Each Shift**

**Failure to do so will delay your pay**

|  |  |
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| Calls from landline: 01 6855044 | Calls from mobile: 1800 805 710 |
|  | **Clock - In** | **Clock - Out** |
| 1 | Dial number or press quick dial if it has been set up. | 1 | Dial number or press quick dial if it has been set up. |
| 2 | Press 1 | 2 | Press 2 |
| 3 | Type in your employee number | 3 | Type in your employee number |
| If you are only working on one site, then you are finished. **If you work on multiple sites, please complete step 4.** |
| 4 | Type in the site number provided | 4 | Type in the site number provided |
| If you have only one role on site, then you are finished.**If you have a supervisor shift also, please complete step 5.** |
| 5 | Follow instructions and press 1 or 2 accordingly | 5 | Follow instructions and press 1 or 2 accordingly |
|  | Site Name |  | Code for Clocking |
|  | Example: Dubray Dunlaoghaire |  | Example: 2381 |
|  | Your Site Name:  |  | Code: \*\*\*\* |
| If you have any technical issues, please contact your Supervisor or Area Manager immediately**Remember: Always Clock-In and Clock–Out for each job.****Failure to do so will delay your pay** |