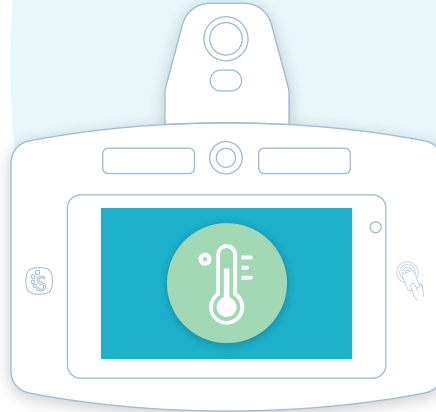# Use These Steps to Punch In

Place these instructions next to your time clock for your employees to reference.

STEP 1: Authenticate
Use facial recognition, RFID badge, or PIN to identify yourself.

uAttend
Staffing

STEP 2: Scan Temperature*
If the time clock has a temperature reader, follow the on-screen prompts to scan your temperature for your first punch of the day.

STEP 3: Punch In
Use voice controls to punch for shifts, breaks, meals, and department transfers. Try it out! Just say, "punch in."