



Clock in Instructions

1. Please enter the link below and save as a favorite on your computer.
<https://www.rocky.edu/faculty-staff/timeclock.php>
2. You will see this blue time clock appear on your screen once you have clicked on the link.



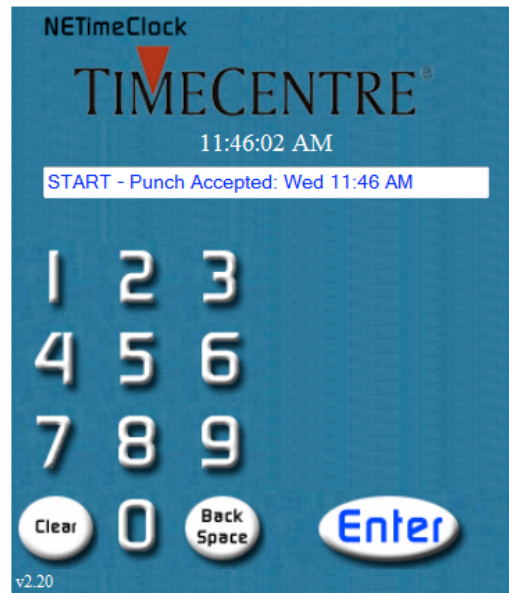
“Lunch Return” = Clocking in from lunch

“Switch” = Switching Departments

4. You will then need to enter your 3 digit department number.



5. Once the clock shows "Punch Accepted," your time has been recorded.



When you are logged into the Time Clock, you can view your current punches by selecting one of the options right below the time clock.