## HOW TO PUNCH OUT (STUDENT WORKERS)

Punching out means you are punching outfor the day, punching out of work to go to a lunch or break or punching out of one department to go work for another

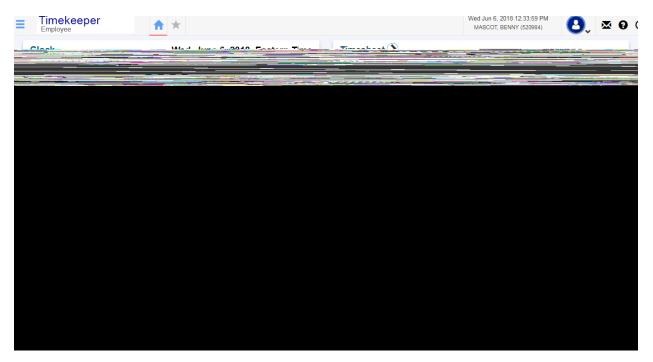
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4. Click "Timekeeper"

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5. Click "Punch"



Should you require assistance using these instructions or employee self-service in general, please contact <u>HR@moravian.edu</u> or call 610-861-1527.

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