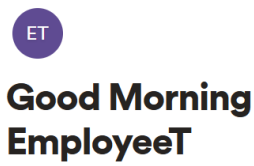


Transfer to additional job:

1. Log into Lyric. Search for Clock in. Click on Clock In/Out



Suggested for You [View Actions Directory](#)

- View Time Dashboard
- View My Time Off
- Associate Directory
- Clock In/Out

Helpful Links

Dashboards

- Hiring Dashboard
- View HR Dashboard
- View Time Dashboard

Employee Links

- View Your Pay
- View My Direct Deposits
- Request Time Off
- View My Associate Profile

What do you want to do today?

A screenshot of the Lyric search interface. At the top, a search bar contains the text 'Clock' with a yellow arrow pointing to it. Below the search bar, the results are categorized into 'Actions', 'People', 'Teams', and 'Support Content'. Under the 'Actions' category, the first result is 'Clock In/Out' with a sub-link 'Manage Clock In/Out', highlighted by a yellow arrow. Other actions listed include 'View Your Pay', 'Associates', 'Activity Log', and 'View Office Locations'. The 'People' category has a link to 'Search in Associate Directory', 'Teams' has a link to 'Search in Teams Directory', and 'Support Content' has a link to 'Search in Support Content Directory'. At the bottom, there are counts for 'Knowledge Articles (1)' and 'Help Topics (1)'.

Search: Clock

Actions [Show More](#) [View Actions Directory](#)

- Clock In/Out**
Manage Clock In/Out
- View Your Pay
Access your pay details.
- Associates
View all associates and their relevant setup details for each time system
- Activity Log
Review logs of all time profile changes and events
- View Office Locations
View the list of Office Locations

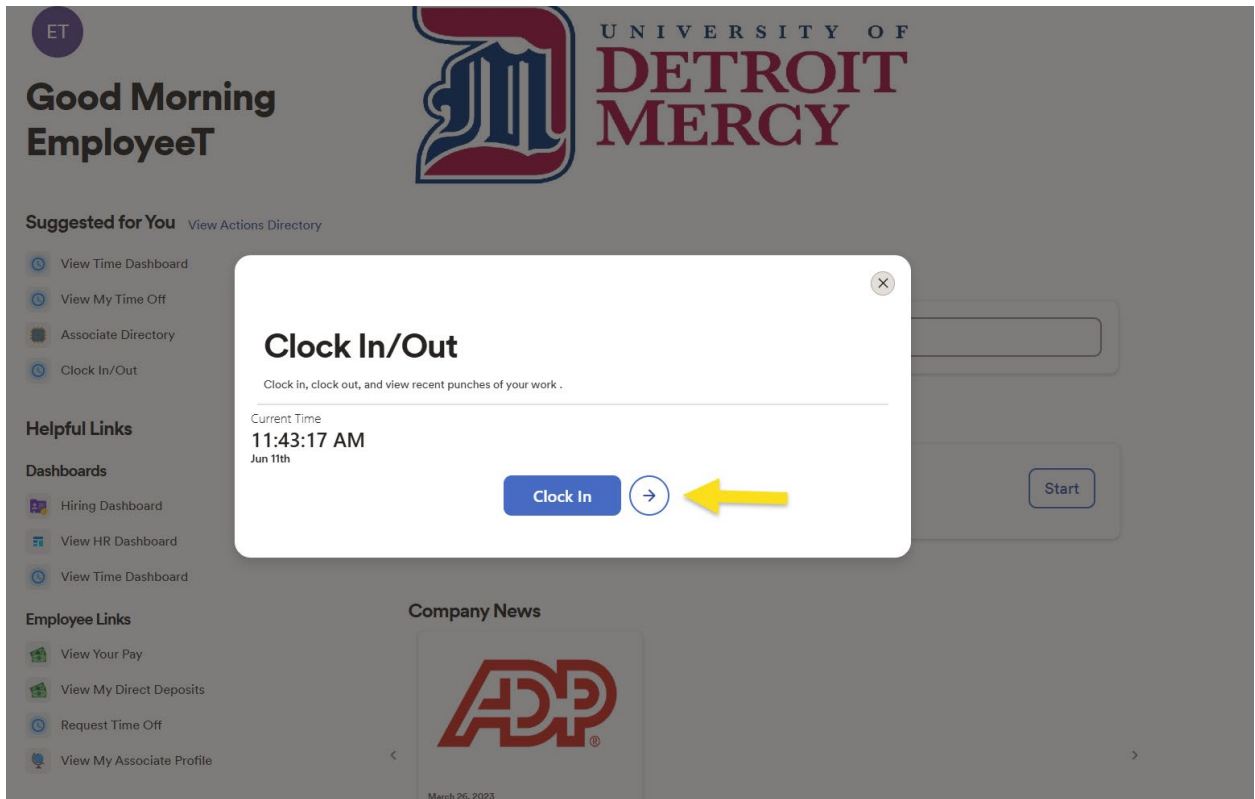
People [Search in Associate Directory](#)

Teams [Search in Teams Directory](#)

Support Content [Search in Support Content Directory](#)

Knowledge Articles (1) Help Topics (1)


2. Beside the Clock In button, there is a little arrow. Click on that.



3. Click on the drop down for position. You will see the positions assigned to you. Click the position that you want to clock in as. Click the Punch button.

ET

Good Morning EmployeeT



Suggested for You [View Actions Directory](#)

- View Time Dashboard
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Helpful Links


Dashboards

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Company News



March 26, 2022
Lyric Company News 1

Clock In/Out

Clock in, clock out, and view recent punches of your work.

Current Time
11:43:52 AM
Jun 11th

Clock In

[← Back](#)

Advanced Clock Options

11:43:51 AM
Jun 11th

Transfer
Select where you will be charging your time

Business Structures

Select an account

[Add new business structures](#)

Cost Center Numbers

Please Select

Position

Please Select

Search

12346-134 (UAT Regular Staff - EmployeeT Time)

Punch