1 You must have a web browser open and it should be on the EmpCenter page:

![EmpCenter login page](image1.png)

2 Swipe your badge.

![USB reader](image2.png)

3 Select either In or Out.

![In and Out options](image3.png)

4 You should receive a message indicating the swipe was successful.

![Success message](image4.png)
5 To view the timesheet, click the Timesheet button.

6 The timesheet appears. If needed, you can submit the timesheet from this page by clicking the Submit button.

Do NOT click the Home link – doing so will return an error. If clicked by accident, click the Log Out button.