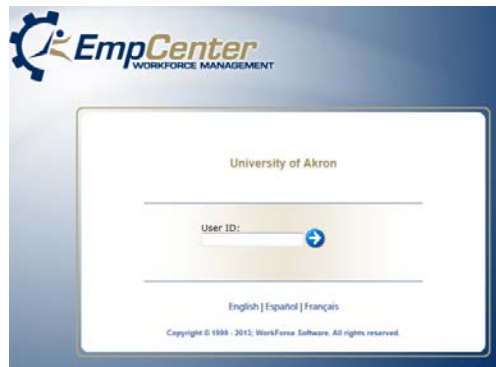


# USB READER

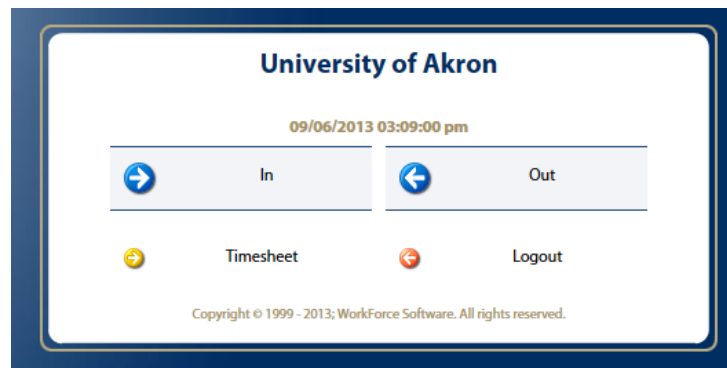
- 1 You must have a web browser open and it should be on the EmpCenter page:



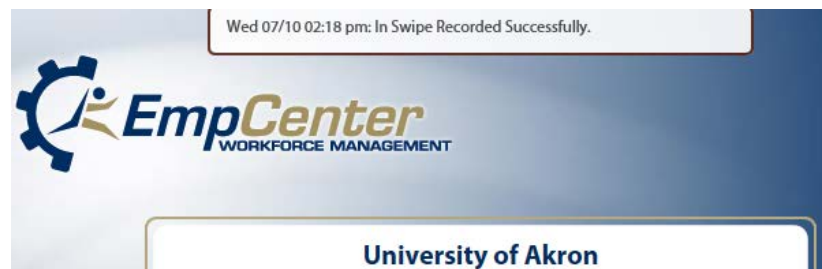
- 2 Swipe your badge.



- 3 Select either **In** or **Out**.

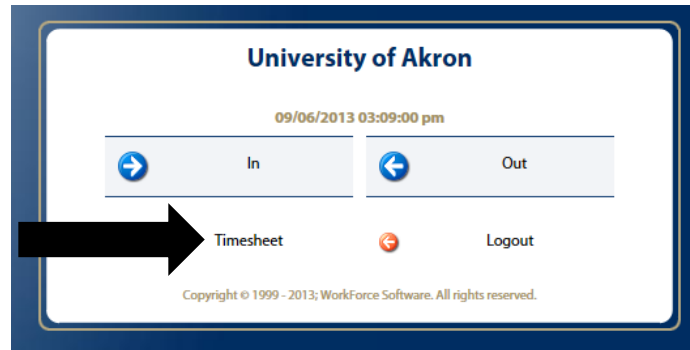


- 4 You should receive a message indicating the swipe was successful.

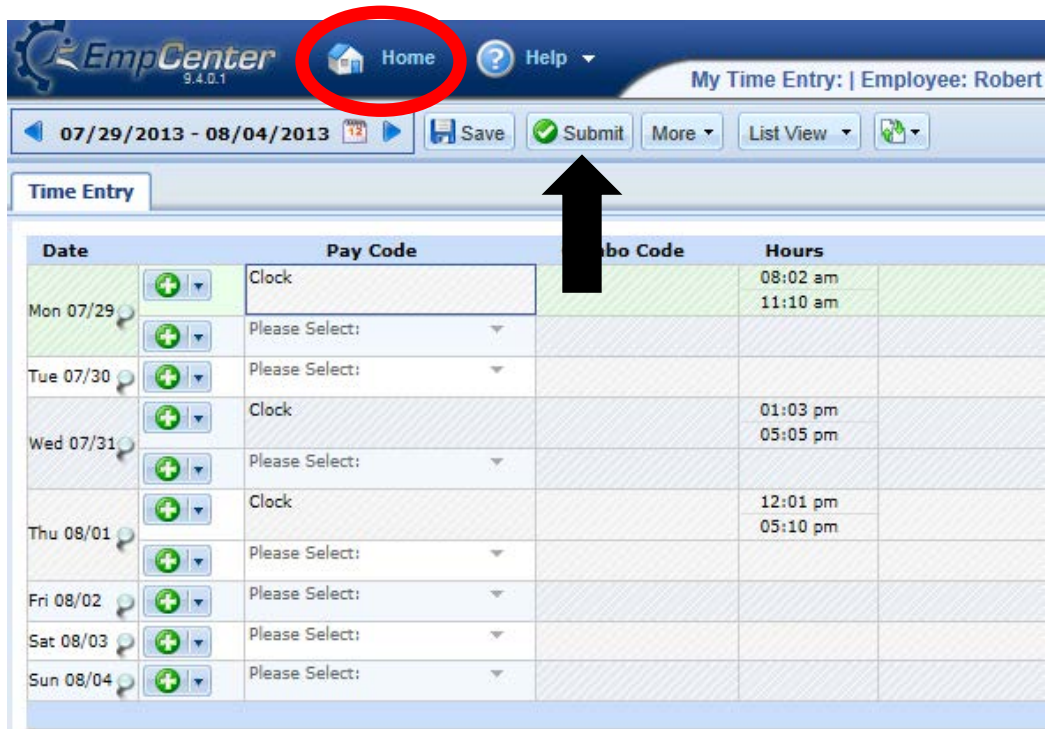


# USB READER

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.**