

# JANITORIAL MANAGER

## Clocking In/Out with the Timekeeping Kiosk

### Clocking In

1. On the **Select Clock In/Out Type** screen, select **Use My Keypad**.

USE MY KEYPAD

2. In the **Enter PIN** field, enter your **JM Timekeeper Ref. ID**.

Enter PIN

- a. Your JM Timekeeper Ref. ID will be provided by a manager.
3. On the following prompt, select **YES** to clock in.

### Clocking Out

1. On the **Select Clock In/Out Type** screen, select **Use My Keypad**.

USE MY KEYPAD

2. In the **Enter PIN** field, enter your **JM Timekeeper Ref. ID**.

Enter PIN

3. On the following prompt, select **YES** to clock out.

**Need Help? Contact our Support Team!**

**Hours:** 8:30 AM – 7:00 PM (EST)

**Phone:** (567) 803-0096 ext. 1

**Email:** [support@janitorialmanager.com](mailto:support@janitorialmanager.com)

