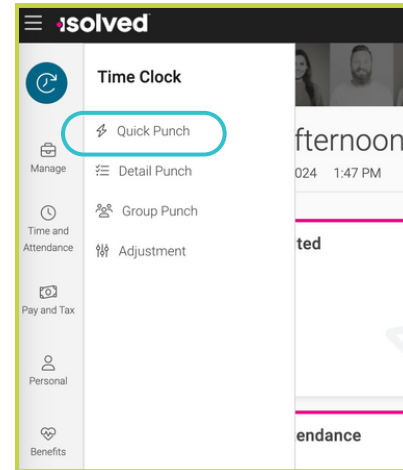




# Quick Punch

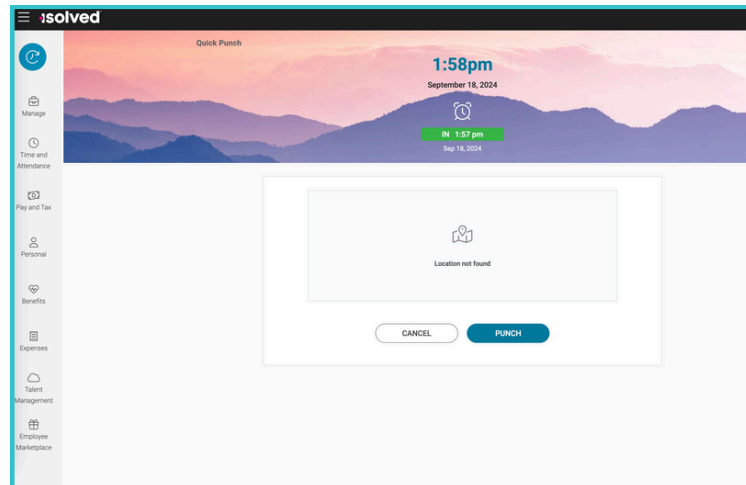
1

Under the blue clock icon, select Quick Punch



2

On the next screen, select "Punch." You will then be directed to a success screen.



*Note: Selecting "I'm Done" will take you back to the homepage of your Employee Self-Service account.*

