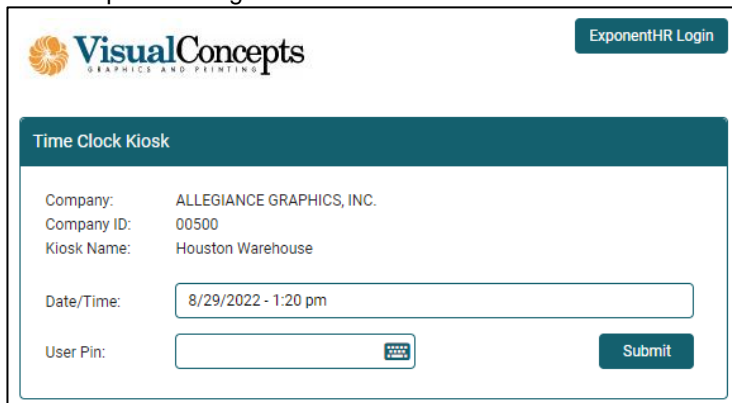


What is ExponentHR?

ExponentHR is a single-source HCM system that powers your team with HR, payroll, benefit enrollment, time reporting, time off tracking, expense reimbursement and much more!

What is a Time Clock Kiosk?

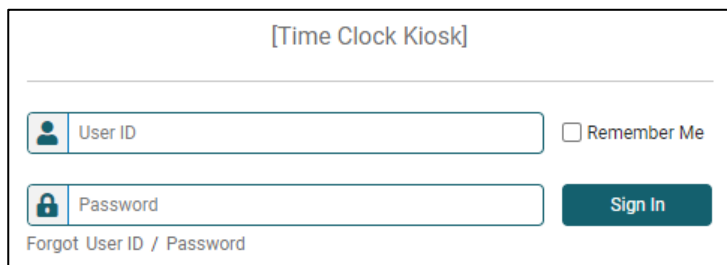
- Time Clock Kiosk is a shared computer terminal that allows multiple employees to punch in and out using a 5-digit PIN without logging into ExponentHR. The PIN that allows entry into the kiosk is automatically generated and assigned for all non-exempt employees.
- The punch is always the current date and time. Below is an example of a time punch using a Time Clock Kiosk.



How do I Access a Time Clock Kiosk?

- The Time Clock Kiosk is only accessible from a computer that has internet access and been designated by your company.
- On the Time Clock Kiosk page, type your User PIN and click Submit.

Note: If your computer is on the ExponentHR Login page, to get to the Time Kiosk simply click on the **Time Clock Kiosk** link above the User ID and Password.



Using a Time Clock Kiosk

Employee Job Aid

Where can I Find My PIN?

NAVIGATE: My Info > Employee Personal Record

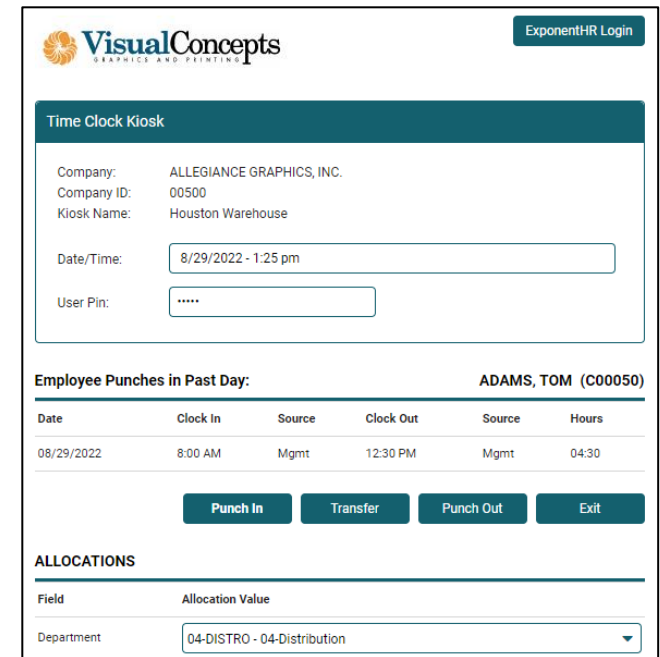
- Your PIN can be found in the **Work Status Section**.

Note: If you need a new PIN Issued, click **Issue New PIN** next to the PIN.

How do I Clock In and Out using a Kiosk?

- When you need to Clock In and Out throughout the day using a kiosk, log into the kiosk and click **Punch In/Out**.

Note: If you forget to clock in/out, or need to make an edit, contact your manager.



Date	Clock In	Source	Clock Out	Source	Hours
08/29/2022	8:00 AM	Mgmt	12:30 PM	Mgmt	04:30

How do I Allocate My Time?

- When you Clock In for the day, change the allocations at the bottom and click **Punch In**.
- If you need to change allocations in the middle of the day, return to the kiosk, log in and change the allocations at the bottom. Then click **Transfer**.
- Transfer** simultaneously creates a clock out of initial allocations and clock in for the new one.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.