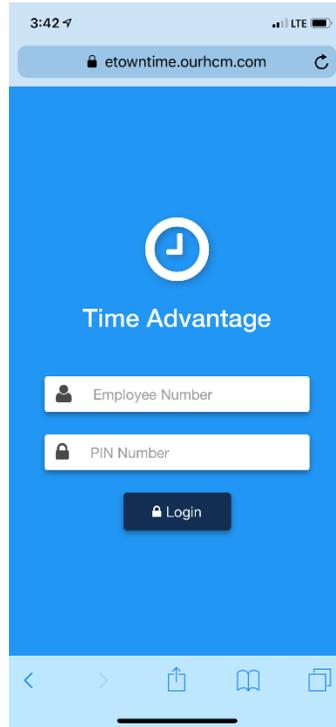


Phone Instructions

URL: eclock.etown.edu

- The screen below should appear



Note: All employees are required to clock IN & OUT at the beginning & end of each shift!

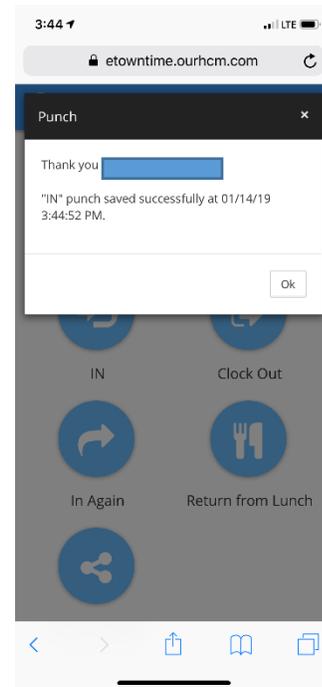
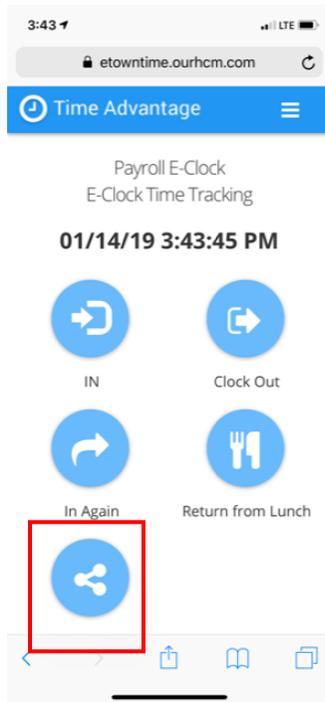
To clock **IN** at the beginning of your shift:

- Authentication
- **Employee Number:** Your 7- digit College ID #
- **PIN Number:** Last 6 digits of College ID #
 - **Note:** If the last 6 digits of your College ID number does not work, please try the last 6 digits on the back of the ID Card.



Using E-Clock to Enter Hours

- Click **IN**
 - You are automatically clocked into your home department
 - Note: Clicking **In Again** or **Return from Lunch** will do the same thing
- The screen on the right hand side will appear after clocking in
 - Note: It automatically logs you out
 - **Note:** The same will happen when clocking out



Department Transfer

- To clock into another department other than your home department. Click **Dept Transfer**
- Use the drop-down box to select the department you would like to clock in to and then click **ok**
 - You will be automatically signed out after clicking ok

