

# Your PAY is important to us

- Use WaTer to Punch-IN and Punch-OUT every day
- Automates payroll accuracy
  - Reduces costly errors & corrections
  - Extends the competitive advantage



## If I forget to Punch-IN

- Don't Punch-IN late
- Wait till I Punch-OUT to fix it

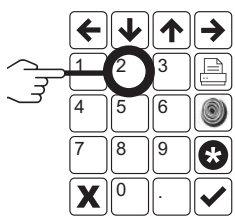
### Step 1

Welcome (My Name)

- 1 Punch-IN
- 2 Punch-OUT
- 3 My Account Information
- 4 My Preferences
- 5 Administration (special access)

Exit

Punch-OUT

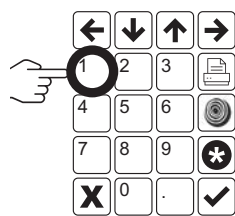


### Step 2

You have already Punched-OUT  
You need to Punch-IN first

- 1 Enter Punch-In time/date
- 2 Cancel, you will not Punch-OUT

WaTer finds my mistake and lets me correct it



- Be accurate
- My supervisor will have to approve the correction

### Step 3

Punch-OUT 6:00 PM on 11/10/04  
Enter Punch-IN time and date

10:00 AM on 11/10/04

Cancel  AM/PM  Next

Enter the time I started work TODAY

1. Time
2. Date
3. AM/PM? Switch with

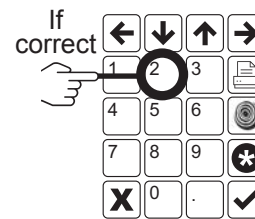
4. Press  to start over
5. Press  when correct

### Step 4

Punch-IN 10:00 AM on 11/10/04  
Punch-OUT 6:00 PM on 11/10/04

- 1 Change Punch-IN time/date
- 2 Accept changes and continue
- 3 Exit and cancel all changes

Check my times



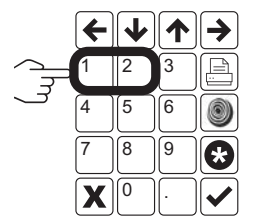
Remember my supervisor will see my correction and will approve it BEFORE it is accepted for payroll

### Step 5

Select Job Function

- 1 Job 1
- 2 Select another department

Select my job function



Then, WaTer will punch me OUT

## If I forget to Punch-OUT

- Don't Punch-OUT
- Wait till I Punch-IN to fix it

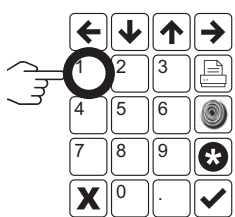
### Step 1

Welcome (My Name)

- 1 Punch-IN
- 2 Punch-OUT
- 3 My Account Information
- 4 My Preferences
- 5 Administration (special access)

Exit

Punch-IN

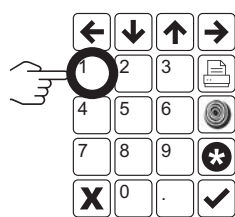


### Step 2

You have already Punched-IN  
You need to Punch-OUT first

- 1 Enter Punch-OUT time/date
- 2 Cancel, you will not Punch-IN

WaTer finds my mistake and lets me correct it



- Be accurate
- My supervisor will have to approve the correction

### Step 3

Punch-IN 06:00 AM on 11/10/04  
Enter Punch-OUT time and date

02:00 PM on 11/10/04

Cancel  AM/PM  Next

Enter the time I stopped work YESTERDAY

1. Time
2. Date
3. AM/PM? Switch with

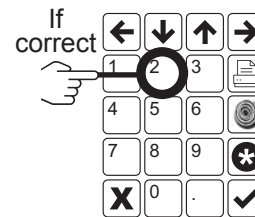
4. Press  to start over
5. Press  when correct

### Step 4

Punch-IN 06:00 AM on 11/10/04  
Punch-OUT 02:00 PM on 11/10/04

- 1 Change Punch-OUT time/date
- 2 Accept changes and continue
- 3 Exit and cancel all changes

Check my times



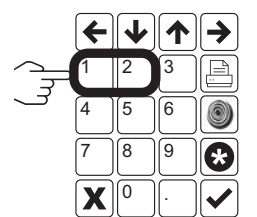
Remember my supervisor will see my correction and will approve it BEFORE it is accepted for payroll

### Step 5

Select Job Function

- 1 Job 1
- 2 Select another department

Select my job function



Then, WaTer will punch me IN