

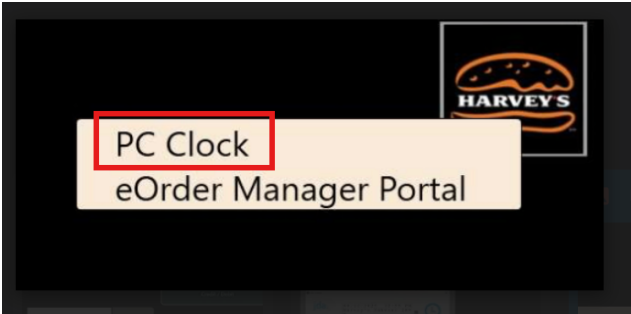


Cliquez [ICI](#) pour la version française.

Here are steps on clocking **in and out** on RMS through the POS:



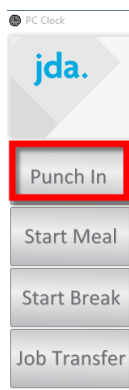
Remember this can only be performed on the POS terminal(s) that have RMS Clock configured on them.

Clocking In	Clocking Out
 Select your Brand Logo on the home screen of the POS and select PC Clock	
 Select “Yes” to run PC Clock	



HOW TO CLOCK IN AND OUT - SIMPHONY

Clocking In



Select “Punch In”

There is a 6 minute window to clock in from the scheduled START time if you are on “**Full Schedule Validation**”.

Example: if scheduled at 4pm. The associate will only be able to clock in between 3:54pm - 4:06 pm. Anything outside of that will require a manager/ supervisor override.

To begin a meal break, select **Start Meal**

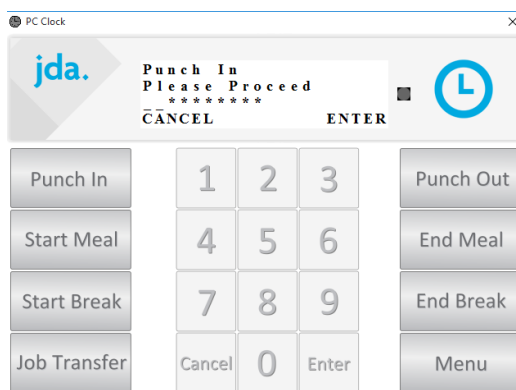
Clocking Out



Select “Punch Out”

There is a 3 hour window to clock out from the scheduled END time if you are on “**Full Schedule Validation**”. Example: if scheduled until 8pm. The associate will be able to clock out between 5:00pm - 11:00 pm. Anything outside of that will require a manager/ supervisor override.

To conclude a meal break, select **End Meal**



Enter Badge Number
Select “**Enter**”

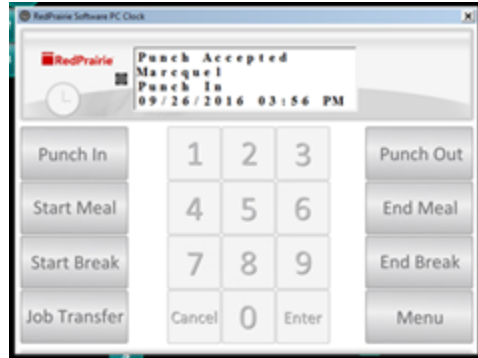


HOW TO CLOCK IN AND OUT - SIMPHONY



Clocking In

Clocking Out



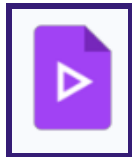
Ensure screen says **“Punch Accepted”**



Remember to touch the area around the outside of the clock to minimize.



To access the PC Clock again for additional punches, return to the main screen.



To watch a short video on accessing your PC Clock at the POS, click [HERE](#)