Going to Celebrate! after your shift

Reader –
- Go to the reader
  - Hit the “Start Activity” button
  - Type in “06” as the activity code
  - Press the Enter key 4 times (leaving all other fields blank)
- Go to Celebrate!
- Notify your timekeeper of when you left Celebrate! so they can add your “OUT” punch for your shift

*The timekeeper will insert an “OUT” punch to your time card to complete your shift*

Time Stamp –
- Before you leave for Celebrate!
  - Check the Transfer box
  - Hit the “IN” Punch
  - Under the drop down for work rule, select applicable work rule (class code – INS) from the work rule drop down menu
  - Hit Punch
- Notify your timekeeper of when you left Celebrate! so they can add your “OUT” punch for your shift

*The timekeeper will insert an “OUT” punch to your time card to complete your shift*

Time Entry –
- Go to the next “IN” box (add a row if needed) and put the time you leave for Celebrate! with the applicable work rule (class code – INS) from the Transfer drop down menu (lower left corner)
- After Celebrate! upon returning to your work area (could be the next day), go to the “OUT” box and enter the time you left Celebrate!