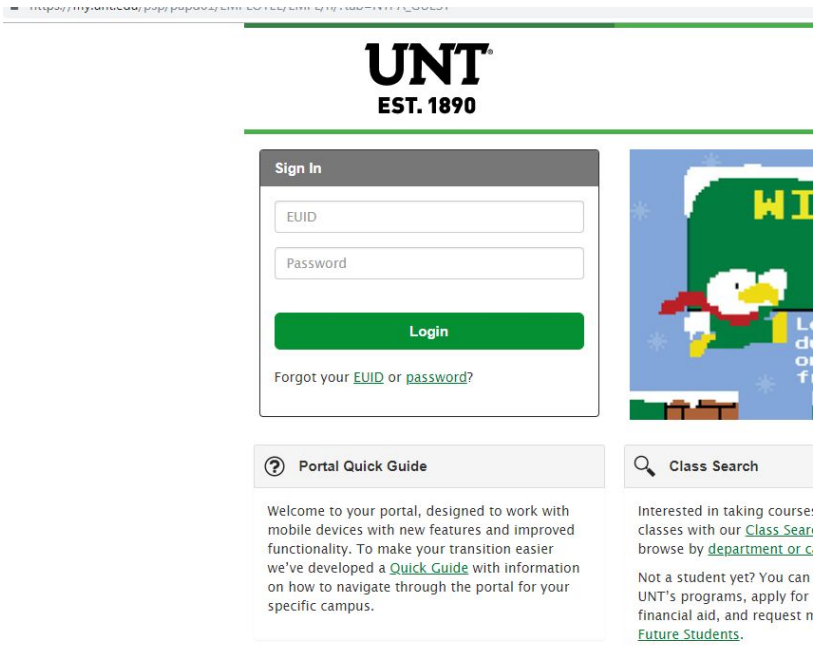
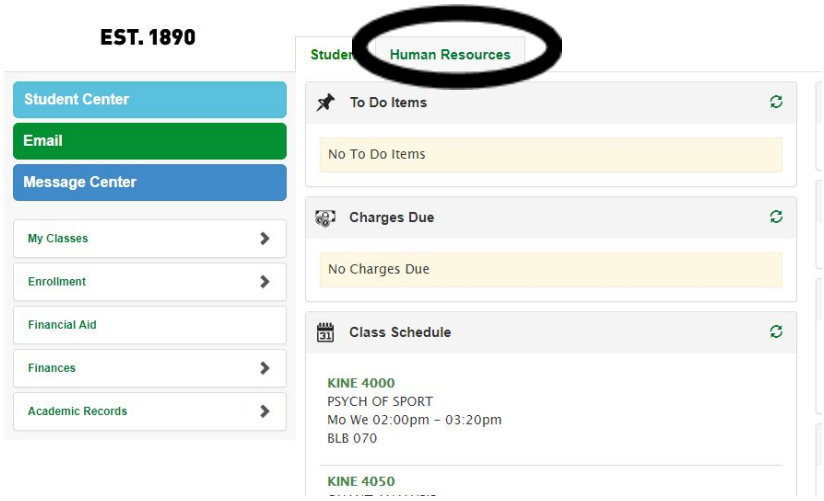
How to Clock In

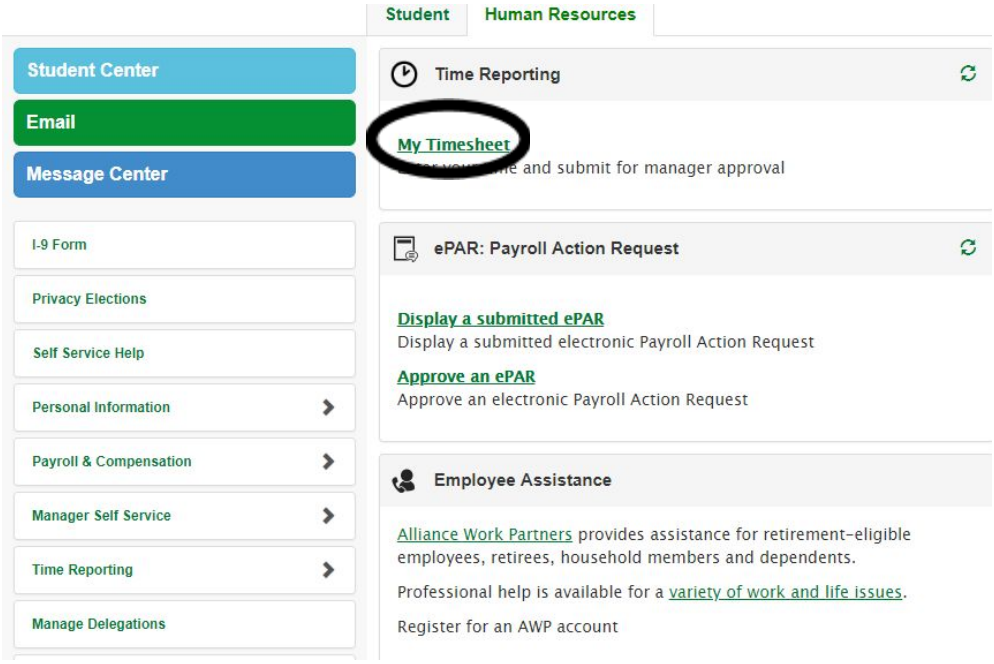
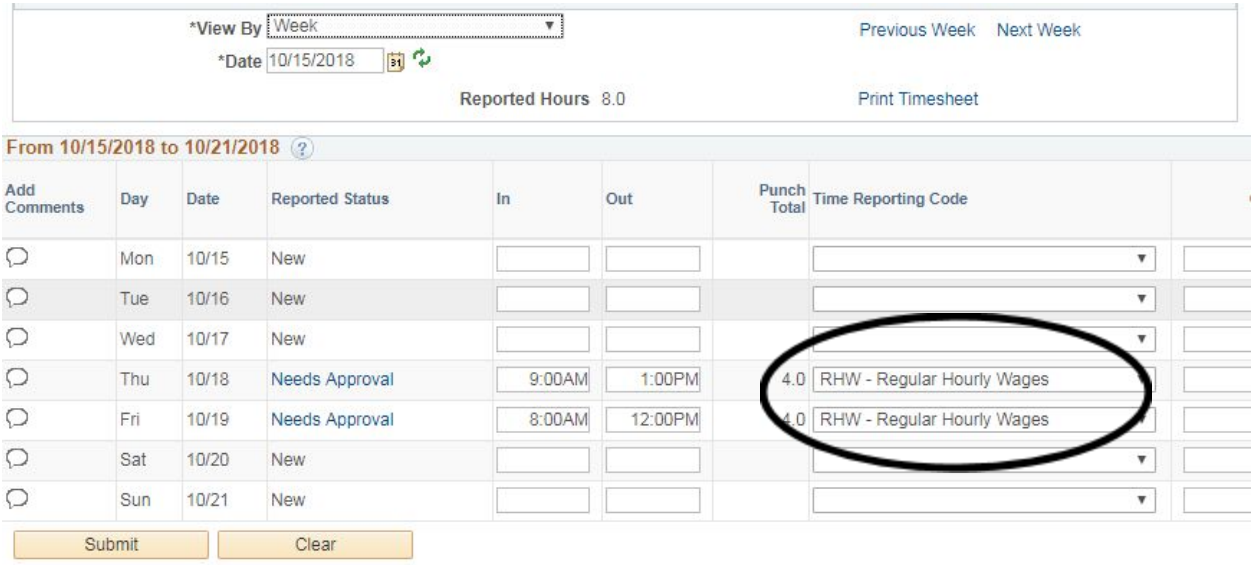
1st go to my.unt.edu and sign in



2nd click on the tab that says Human Resources



3rd click on the Times Reporting tab



4th Login time make sure to use AM/PM and report Time reporting Code. Click on first option to report Time Reporting Code. Click submit to submit time.