

RELIEF-BONUS PUNCH-IN

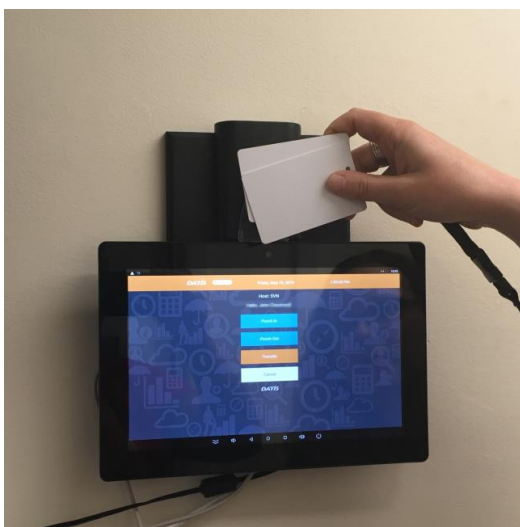
YOU MUST SUBMIT A VACATION REQUEST FOR THE TIME YOU PLAN ON WORKING RELIEF BONUS.

WHEN YOU BEGIN WORK, PLACE YOUR BADGE IN FRONT OF THE READER

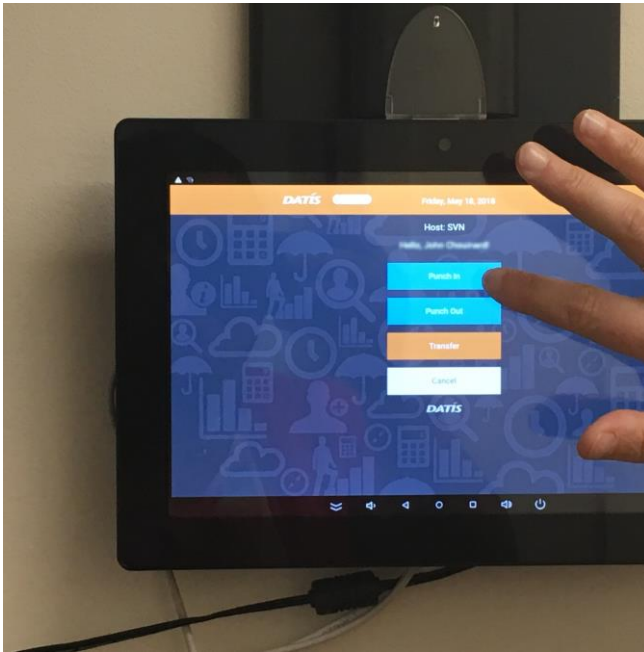


UNTIL YOU HEAR **BEEP**

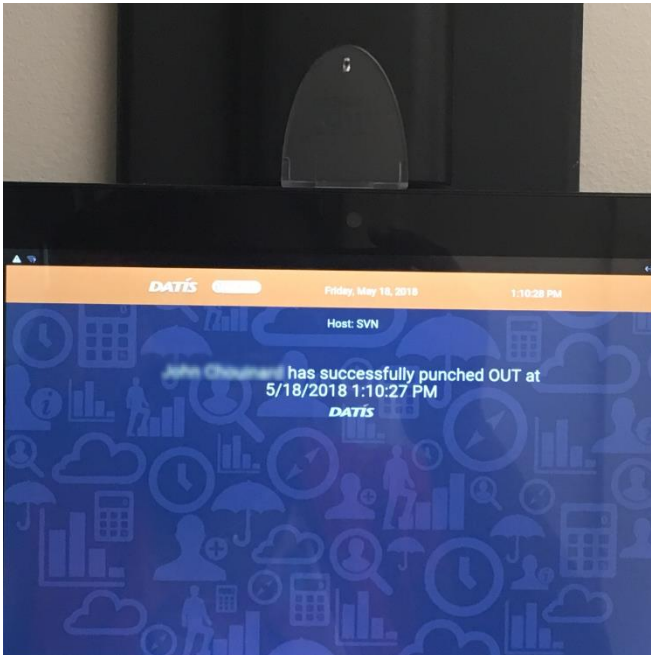
A SCREEN IDENTIFYING YOU APPEARS



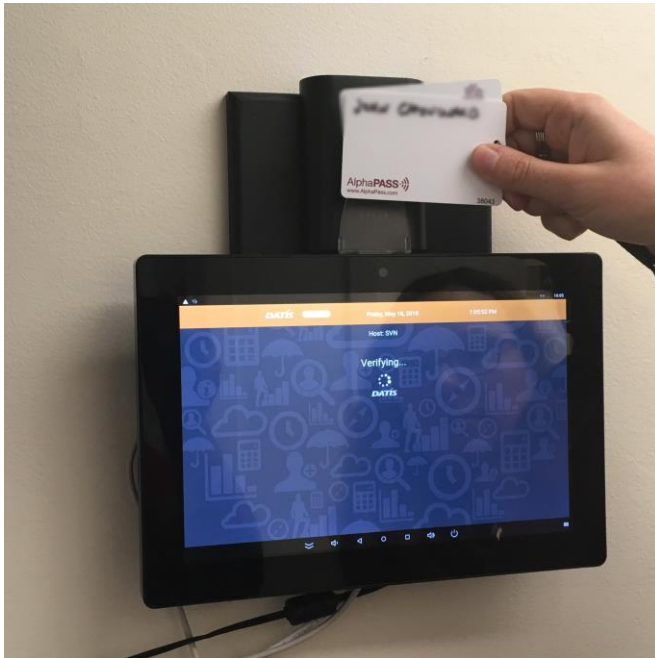
SELECT PUNCH-IN



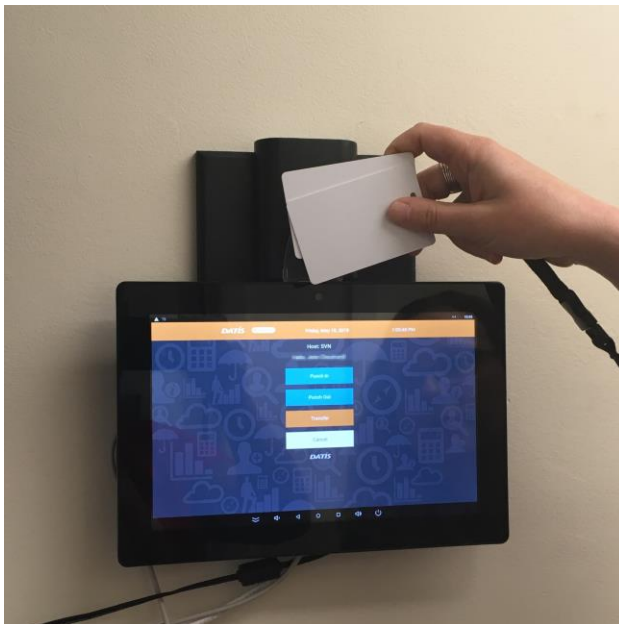
A MESSAGE POPS UP TO LET YOU KNOW YOUR PUNCH-IN IS **SUCCESSFUL**.



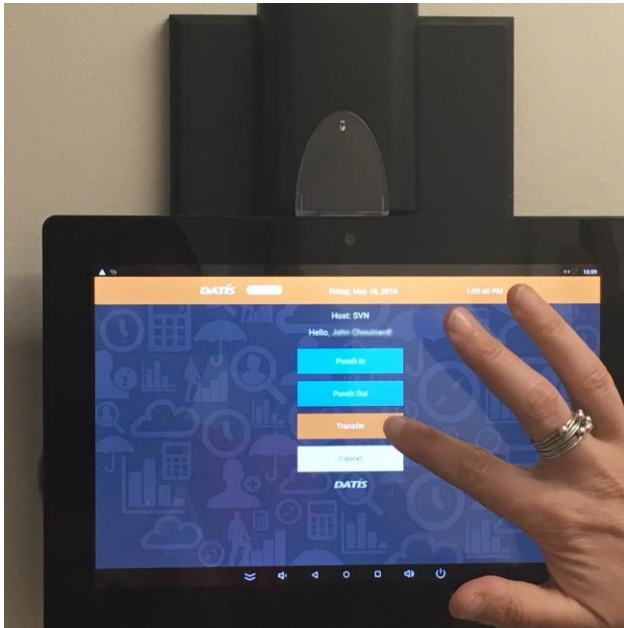
PLACE YOUR BADGE IN FRONT OF THE READER AGAIN (SECOND-TIME)



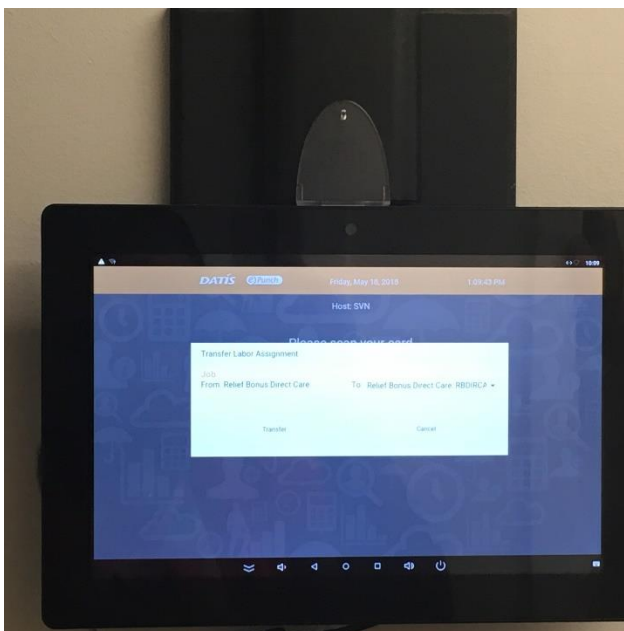
A SCREEN IDENTIFYING YOU APPEARS AGAIN



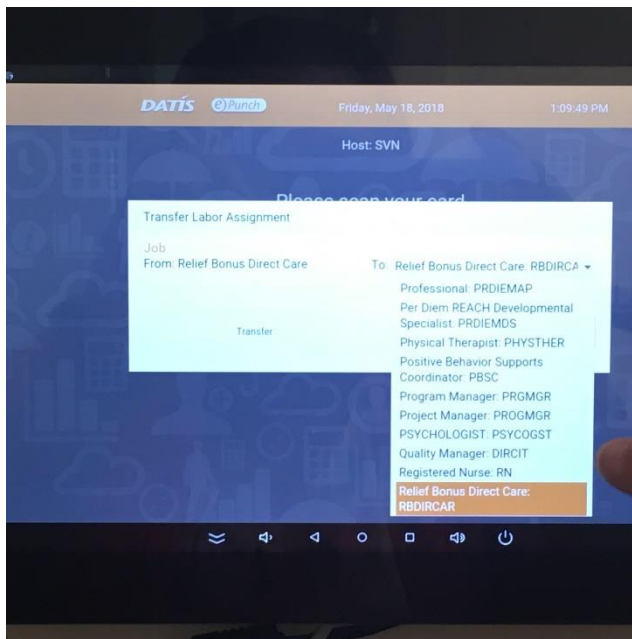
CLICK ON TRANSFER



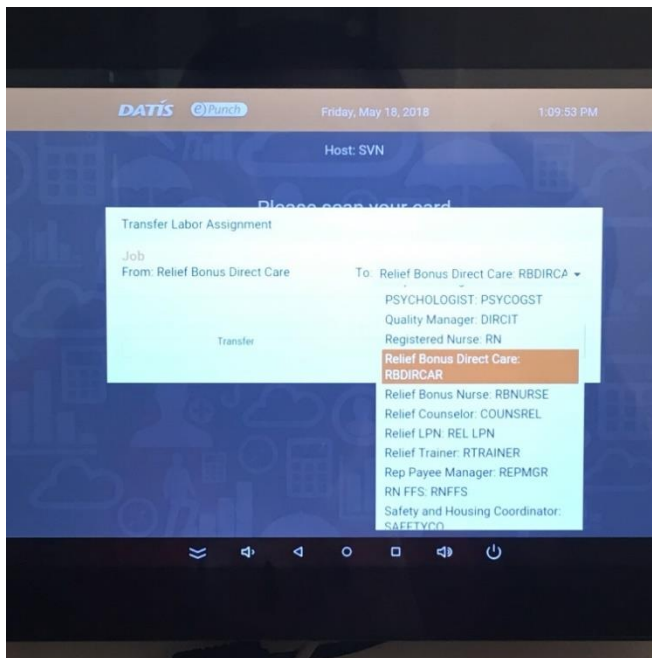
A TRANSFER SCREEN APPEARS



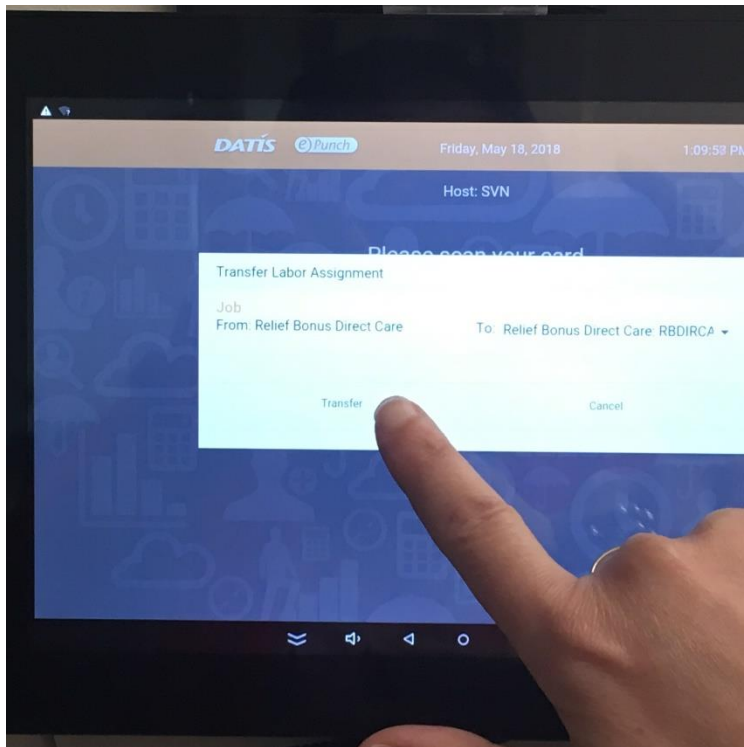
SELECT THE DROP DOWN ARROW



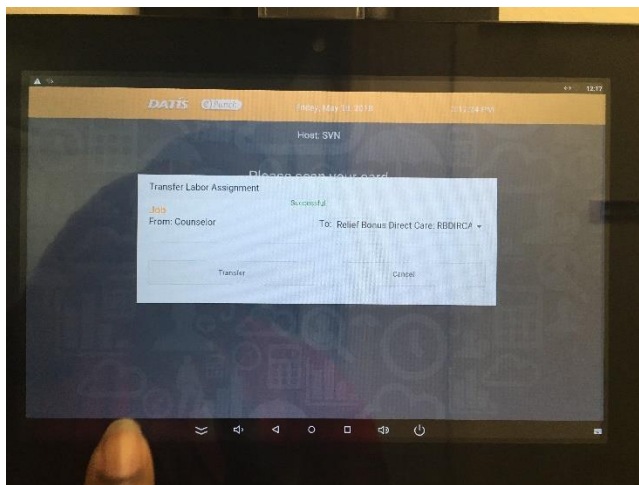
SCROLL DOWN TO Relief Bonus Direct Care: RBDIRCAR



CLICK TRANSFER



A SUCCESSFUL MESSAGE APPEARS



AND YOUR TRANSFER IS DONE. YOU CAN PUNCH OUT NORMALLY.

IF YOU FORGET TO PUNCH IN OR OUT FOR YOUR SHIFT, CONTACT YOUR MANAGER AS SOON AS POSSIBLE.

Note: If a supervisor reassigns you to a different site *in the middle of a shift*, you should not punch out, but instead travel to your new site, swipe your card there, and hit transfer at the new site. Then you can punch out at the end of the day normally.