



Utilizing the REALtime® Time Tracking System

Effective Monday, December 19, please follow these updated instructions when clocking in or out.

To utilize the REALtime Online System:

- **Step 1:** Visit <http://www.clockinrealtime.com>
IMPORTANT: To record an accurate time punch you must enable geolocation/GPS tracking in your browser. Should you need to enable these settings, a link will be included on the time punch page. *Please note: The use of your personal cell phone or mobile device for time tracking purposes is optional.*
- **Step 2:** Enter your 5-digit REALtime ID (provided in your assignment documentation)
- **Step 3:** Enter your 5-digit Assignment ID (provided in your assignment documentation)
- **Step 4:** To Clock In, select the “Clock In” button -or- to Clock Out, select the “Clock Out” button.
- **Step 5:** Click the “Submit” button and you will receive a message stating your time has been recorded.

To utilize the REALtime Phone System:

- **Step 1:** Call 1-888-655-4410 from a landline telephone at the nonprofit facility
- **Step 2:** Following the prompts, press 1 for English or 2 for Spanish
- **Step 3:** Enter your 5-digit REALtime ID (provided in your assignment documentation) and press #
- **Step 4:** Enter your 5-digit Assignment ID (provided in your assignment documentation) and press #
- **Step 5:** Listen carefully to the menu options and press:
 - 1 if you are clocking in
 - 2 if you are clocking out

Step 6: You will receive a message stating your time has been recorded