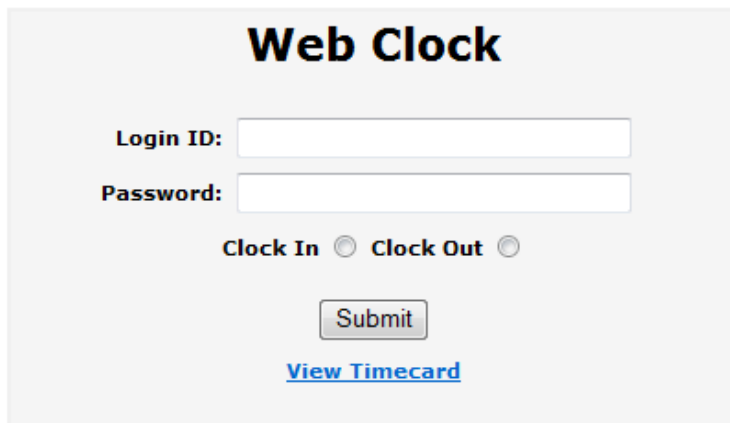


CONSULTANTS E-CHX INTERNET TIME CLOCK INSTRUCTIONS

You will need to access the internet time clock daily to record the time you arrive for work, and the time you leave work. You will also need to clock in and out for lunches every day.

1. Please go to www.e-chx.com
2. Mouse over **Client Log In** (at the top of the page) and select **Time Clock** from the pull-down menu.
3. Click on **Employee Log In**
4. Following your login you will see the following window:



Your Login ID is your first initial followed by your last name in all lowercase, John Boggins would be jbloggins.

Your password is your birthday in eight digits; May 5, 1980 = 05051980.

5. Please hit clock in and then hit the submit button. When you leave, please hit the clock out and the submit button. Depending on your contract, you may not need to clock in and out for lunches, as the system can be set up to automatically deduct your lunches. Please check with your PsiNapse Staffing Manager if you are required to clock for lunch.

This new system will allow you to view your timesheets and you will no longer need to submit paper timesheets in the future. The system works when you use it consistently. We recommend you place a sticky note on your computer monitor to remind you of this new procedure. If you miss a punch, the system will let you know that the next time you log in. Your Supervisors or PsiNapse managers are able to correct and input punches, so please let us know as soon as possible if you have a time clock correction.

Please call PsiNapse at 925.225.0400, Option 2, if you have any questions.

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