

VIDIX LABOR Powered by CelériTime

## EMPLOYEE TIMEKEEPER Instructions - punch in and punch out

- > **vIDix Labor** is the system that we use to track the hours that you work.
- ➤ Go to website <u>www.gfparks.org</u> Employee Resources
- ▶ Under Employee Timekeeper click Punch In & Out Here
- Enter Username & Password

Username is: \*gfp. \*First 4 letters of your last name; \*First 2 letters of your first name; \*001 (zero, zero, one)

Example: John Deerson. User Name: **gfp.deerjo001** Password: Last 4 digits of your phone number

➢ Click the icon: Log in

VDIX LABOR Employee Self Service	Welcome	1	C Punch : Last Punch: Thursday, April 7, 2022 7,55 AM
Please provide login credentials below. Login Password	C Punch     C	<ul> <li>Punch</li> <li>Time Off</li> <li>Reports</li> <li>Change Password</li> <li>Logout</li> <li>About</li> </ul>	Thursday, April 7, 2022 10:45 AM Transfer Labor Accounts Department Position
Log in		() Help	Note PUNCH

For additional information on how to use vIDix Labor Employee, navigate to the help screen from the menu in the upper right. Here you will find a user guide and video tutorials. Note: Your account may take 1-2 days to be created by the Payroll Department.

## www.gfparks.org/EmployeeResources