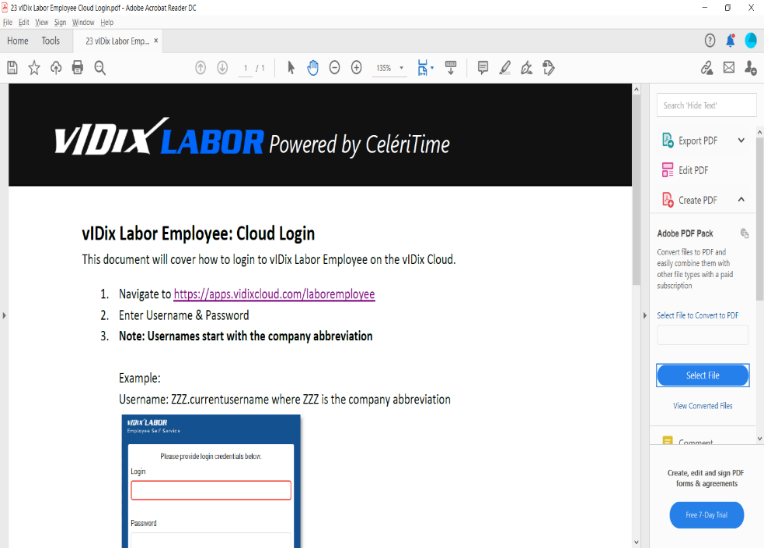


EMPLOYEE TIMEKEEPER Instructions - punch in and punch out

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

Username is: \*gfp.

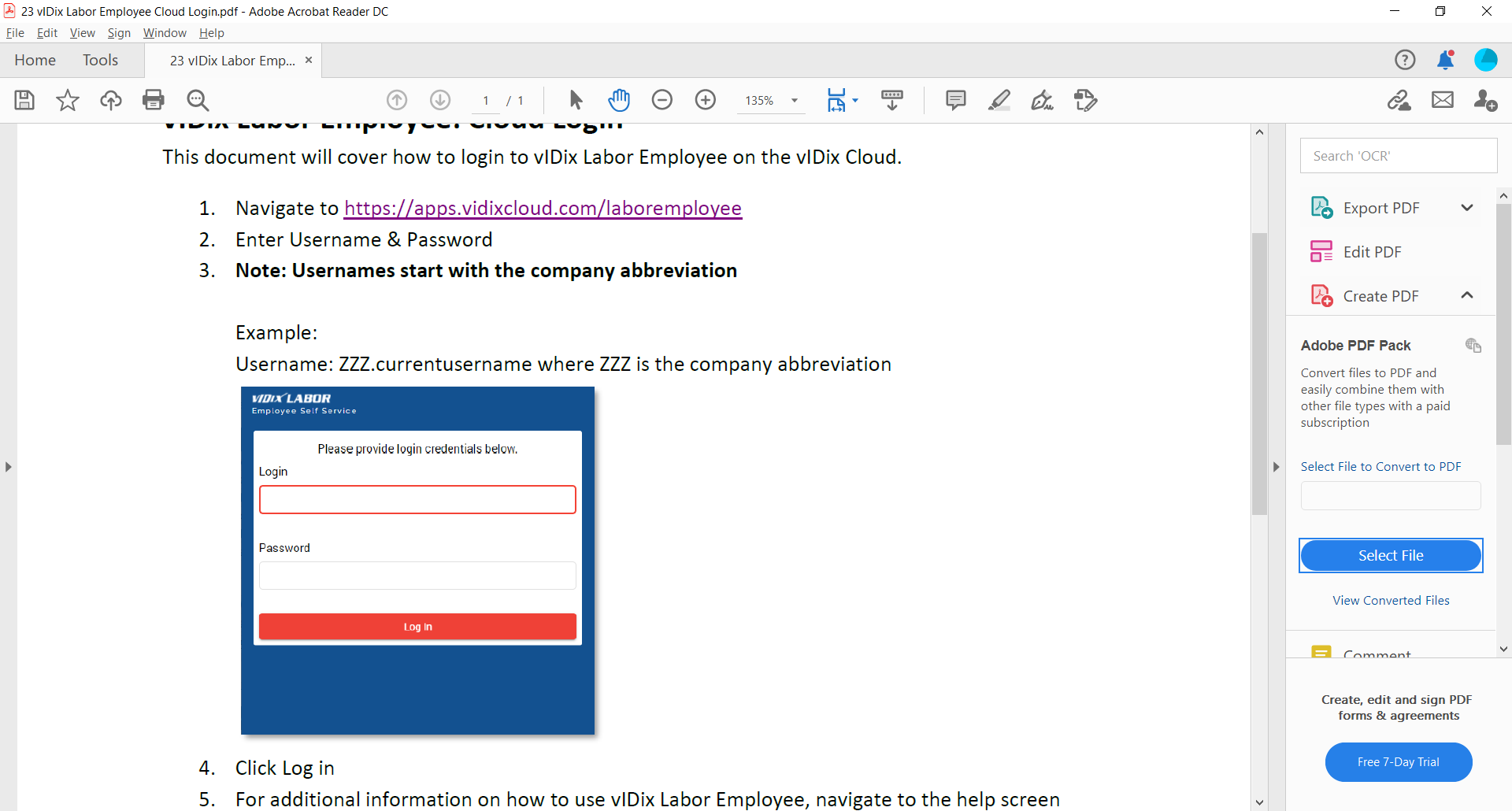
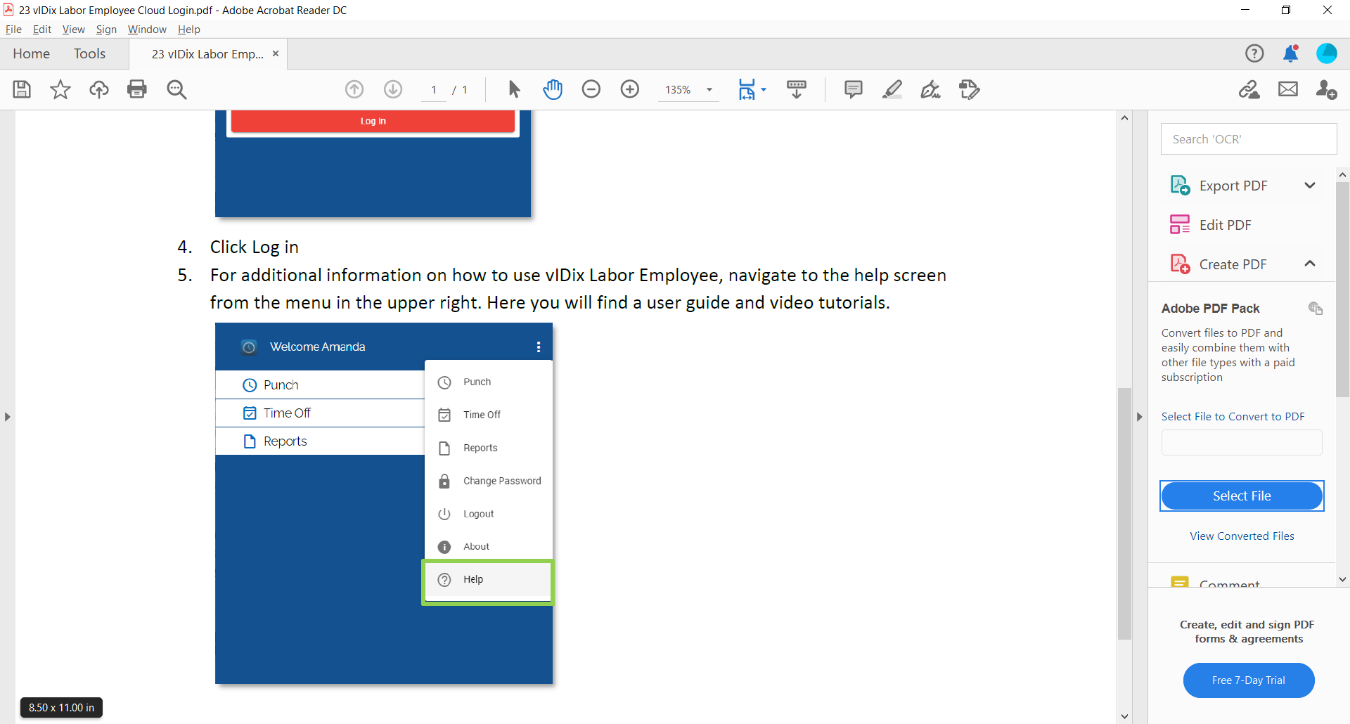
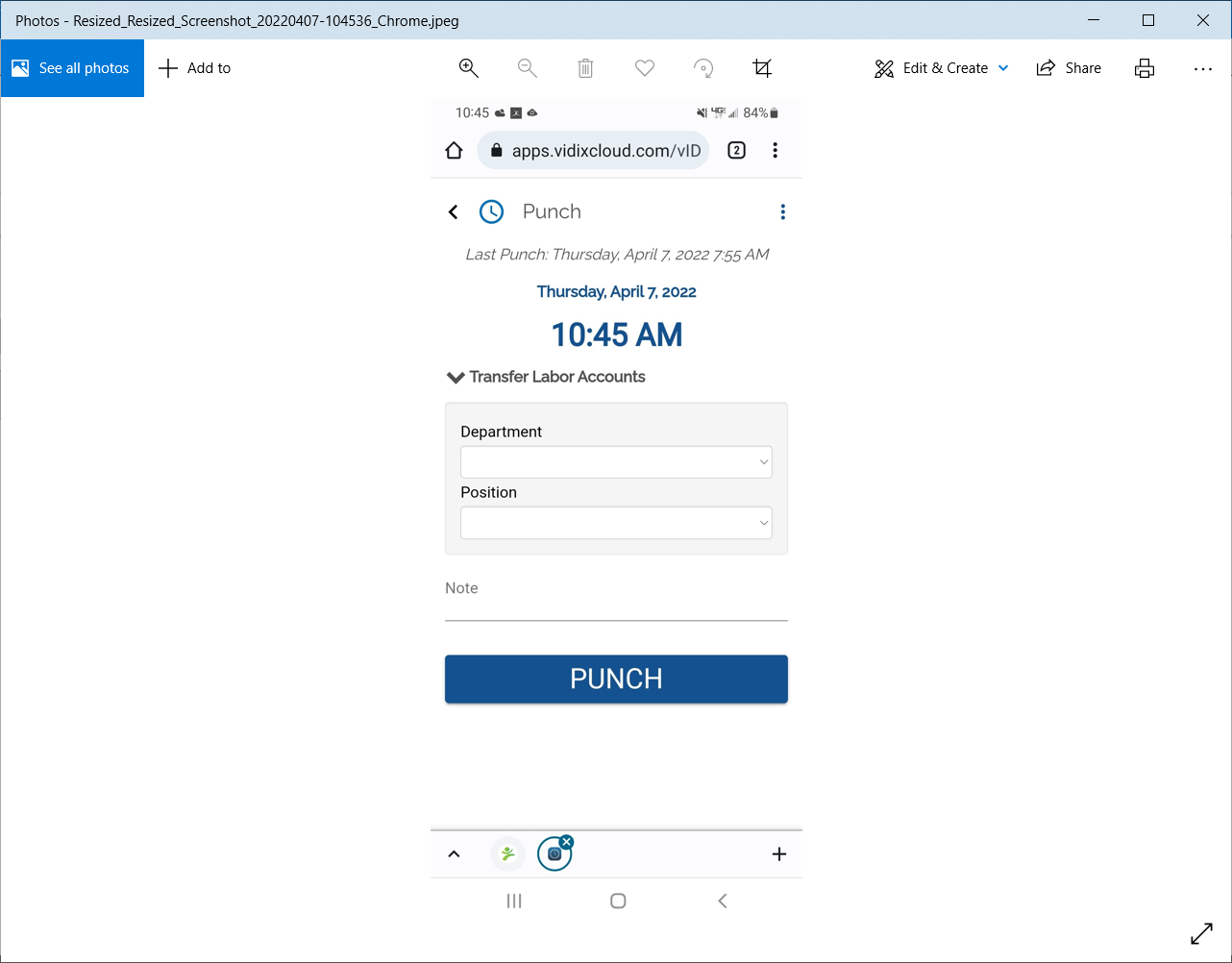
\*First 4 letters of your last name;

\*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



* 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](http://www.gfparks.org/EmployeeResources)

Revised: 4/7/2022