

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)

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