

## EMPLOYEE TIMEKEEPER Instructions - punch in and punch out

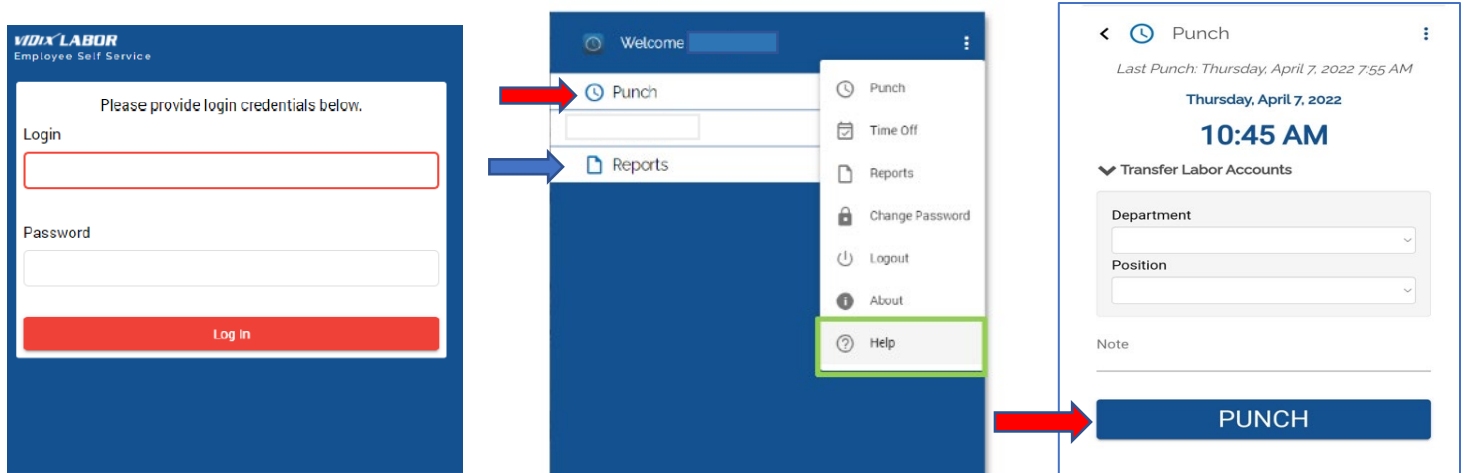
- **vIDix Labor** is the system that we use to track the hours that you work.
- Go to website [www.gfparks.org](http://www.gfparks.org) – Employee Resources
- Under Employee Timekeeper click **Punch In & Out Here**
- Enter Username & Password

**VIDIX LABOR** Powered by CelériTime

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)