TIME CLOCK

1. Open your browser
2. From the Tool Bar, select "NGOC Favorites" then "Time Clock System"
3. Please use the following the first time you log in:

<u>Example</u>

User Name – First initial and last name   'jdoe"

Password – Ngoc(last 4 of SSN)@   "Ngoc4321@"

＊Remember to change your password the first time you log in

PAY STATEMENT

You can access your pay statement through the time clock system by choosing "My Account" and "My Pay Statements"