



## Substitute Punch

### Substitute Punch using the InTouch

**1** Press the **Right Arrow** to go to the second screen.

**2** Press the **Soft Key** of the punch that you are wanting to make.

**3** Swipe your **ID Card** OR enter your **Badge ID**.

*Note: The necessary steps end here if you are clocking **Out for Lunch, In from Lunch or Out for the Day**. If you are clocking **In for the Day** proceed to step 4.*

**4** Select the **Employee** that you are working for that day. If you are subbing in a vacant position, choose **Vacant Classified Sub** or **Vacant Teacher Sub**.

**5** Verify that the **Substituting For** field is correct and press **Submit**.

*Note: If you are working for one employee for the first half of the day and another employee for the second half of the day, you will need to follow the steps below:*

1. IN Punch and Select the employee you are working for in the morning.
2. IN Punch and Select the employee you are working for in the afternoon.
3. OUT Punch at the end of the day.

