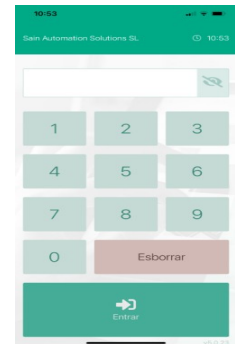## Timecontrol:

Right now, we use the "Timenet" website, which is very easy to use.

You log in with your 4 digit **password** (you will be given it on the first day).

1- You clock in when you start your workday (at 08:00 AM).

2- You clock out when you start your lunch break (usually around 01:00 PM).

3- You clock in again when you resume work (in this case, it would be at 02:00 PM).

4- And finally, you clock out when you finish working and end your workday (at 05:00 PM).

Timenet also allows you to:

- View your worked hours

- Document when you visit the doctor

- View your pay stubs

- View your vacations and holidays.

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