

TimeClock Employee ID#

Please complete the following if you wish to change your Employee ID # or are choosing one for the first time.

- Do not use the last four digits of your SSN.
- Do not use the year you were born.
- It cannot begin with a "0" digit.

Name: _____

Employee ID #: _____

Last 4 SSN #: _____

***For added security, after you enter your Employee ID / Badge # in TimeClock, you will be asked for a PIN #. This is the last four digits of your SSN.

Return to the Accounting Department, ATTN: Shannon Speights. You will be notified when your Employee ID # has been changed.