

# TIME TRACKING SYSTEM

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## Option 1: App or Website

Scan to Register (Microsoft Forms)  
for Online Tracking via Homebase Software



*Offers an online mobile  
app or website to enter  
your hours*

*You will need to enter:*

- *Name*
- *Affiliate*
- *Associate ID/Clock  
Number*
- *Cell Phone and/or Email*

You will receive a response from Homebase after a few hours.  
Homebase is where you will input your time clock in/out.

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## Option 2: Paper Form

If you do not want to use the online method,  
see your supervisor for a paper form

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Questions? Contact your HR TMS Representative