

Follow Instructions: Sequencing 2



New Procedure: Recording Work Hours

We have a new procedure for recording work hours. This procedure will start on June 1st, 2021.

When you come in to work each day, the first thing you need to do is turn on your computer. Then, you need to find the Work Hours logo on your computer screen (it looks like a clock) – click on this logo. Next, you need to type in your personal identification code and password. Then, you need click on the “Start Work” icon on your screen and then the blue “Submit” button. At the end of the day, follow the same procedure, but click on the “End Work” button. If you have any questions contact Mary Smith in HR.

Part A: Read the work memo and answer the questions.

1. What is this new procedure for?
2. What should you do after you turn on your computer?
3. What should you do before you click the “Submit” button?
4. When will this new procedure start?
5. Who should you contact if you have questions?
6. The procedure at the end of the day is exactly the same as at the beginning of the day?

Part B: Draw a line from the number to matching instruction to show the correct order.

Click on blue “Submit” button	1
Type in your personal id code and password	2
Click on “Start Work” icon	3
Turn on your computer	4
Find the Work Hours logo	5