

R. Gonzalez Management Inc. (RGM)

Student Financial Aid Services
3560 S. La Cienega Blvd. Suite G
Los Angeles, CA 90016-4400

Phone No. (323) 730-8700
Fax No. (323) 730-8701
Web Page <http://www.rgmsms.com>

RGM Memo

Date August 16, 2013
To School Owners and Financial Aid Personnel
RE Time Clock

Did you know we offer the use of a time clock free of charge to your school?

If you are not currently using the RGM Web System time clock, we offer this service for no additional fee.

The RGM Web System time clock works in real time for your students to use when logging in and out of school. You can save time and money by avoiding manual attendance postings or the use of a third party software system to track student attendance.

You will need to have an independent computer station for your students to use to log in and out using the RGM student key that is assigned to them.

The student picture must also be uploaded into the system under the Student Profile, transaction 3008, which is used to identify the person logging in to the time clock.

If you would like more information on this free service, please contact us.

Thank you,
Rafael