

USING THE TIME CLOCK



To punch in/out of your primary position:

1. Tap the **Punch** icon
2. Enter your badge number on the touch screen
3. When prompted, position the first joint of your finger against the ridge lock of the biometric device. Drop your finger on the sensor.

If the punch is successful, the indicator light flashes green and you hear a tone.

If the punch is rejected, the indicator light flashes red, you hear a tone and an error message is displayed.



Indicator Lights



Approve Timecard

(Employees need to approve their timecards after their last shift at the end of each Pay Period)

Keyboard icon

(for Manager use when enrolling a new employee)

Common Error Messages

Error 06-2: Unknown home employee

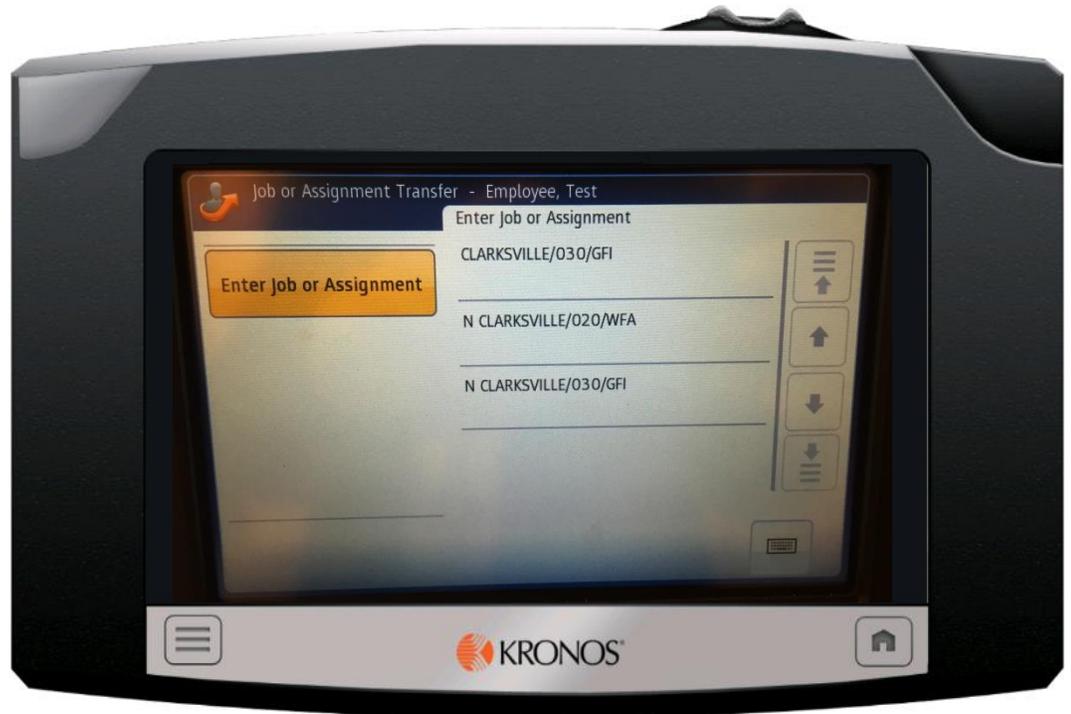
See your supervisor or HRC

Error 04-1: Rejected

You have already successfully punched, or, if you are attempting to enter another punch, not enough time has gone by since entering the previous punch. Wait a moment or two, then try again.

To punch in to a position that is not your primary position
(or to transfer back to your primary position if you transferred out earlier in the day):

1. Tap the **Job Transfer** icon
2. Enter your badge number and provide finger verification when prompted
3. Select the position. If you work in multiple Centers or departments, you will see those in your list of jobs.
4. When it is time to punch out, use the regular **Punch** icon



To use a work rule (or to use both a job transfer and a work rule simultaneously):

1. Tap the **Critical Pay, Wellness +1, Wellness +5, Training** or **Orientation** icon
Note: Use of work rules other than "Training" requires special qualifications and pre-approval from your supervisor.
2. Enter your badge number and provide finger verification when prompted
3. Select the position to which the work rule should be applied and click submit
4. When it is time to punch out, use the regular **Punch** icon. If you need to end the work rule but stay punched in, use the **End Work Rule** icon on the second display screen of the time clock.