

SHOW ME HOW

to Use the Biometric Clock Time and Attendance



STEP 1

Maximus Biometric Clock

Press the punch being recorded
(In Day, Out Lunch, Out Day,
etc.).



STEP 2

Enter your badge number
(employee ID) and press "Enter."



STEP 3

If prompted, place your finger
on sensor for fingerscan
verification.



STEP 4

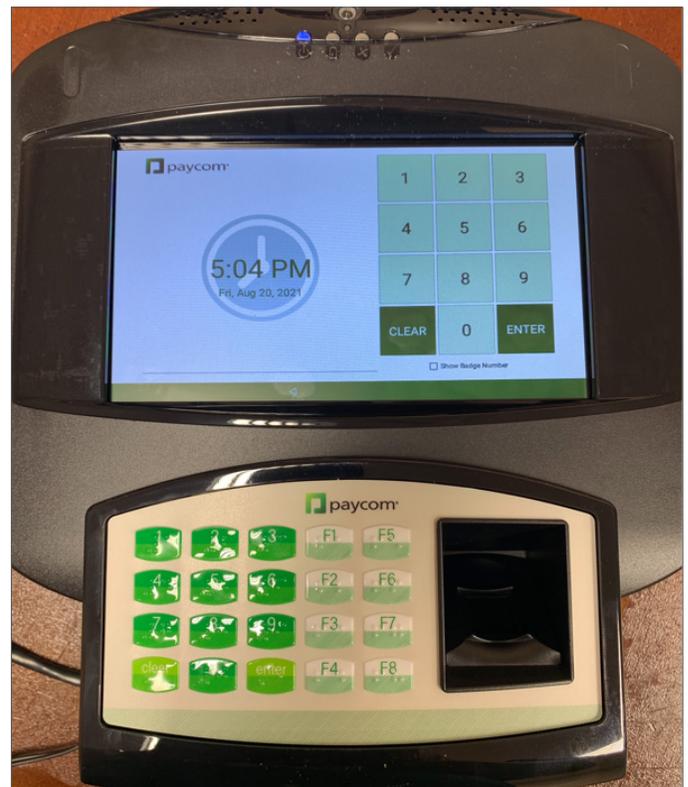
Your punch is recorded.

*If you need to transfer your time,
press "EMP DEPT XFER," then
enter your badge number and the
appropriate allocation code. For
questions, contact HR.*



STEP 5

You will see a confirmaiton
message indicating your punch
was recorded.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



SHOW ME HOW

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STEP 1

Android Biometric Clock

Enter your badge number and tap "Enter."



STEP 2

You may be prompted to scan your fingerprint.



STEP 3

Tap the button corresponding to the action you want to take, such as "In Day."

Available actions include In Day, Out Day, In Lunch, Out Lunch, In Break, Out Break and Transfer.



STEP 4

If you need to allocate your time, click "Transfer" and select the appropriate department or office.

