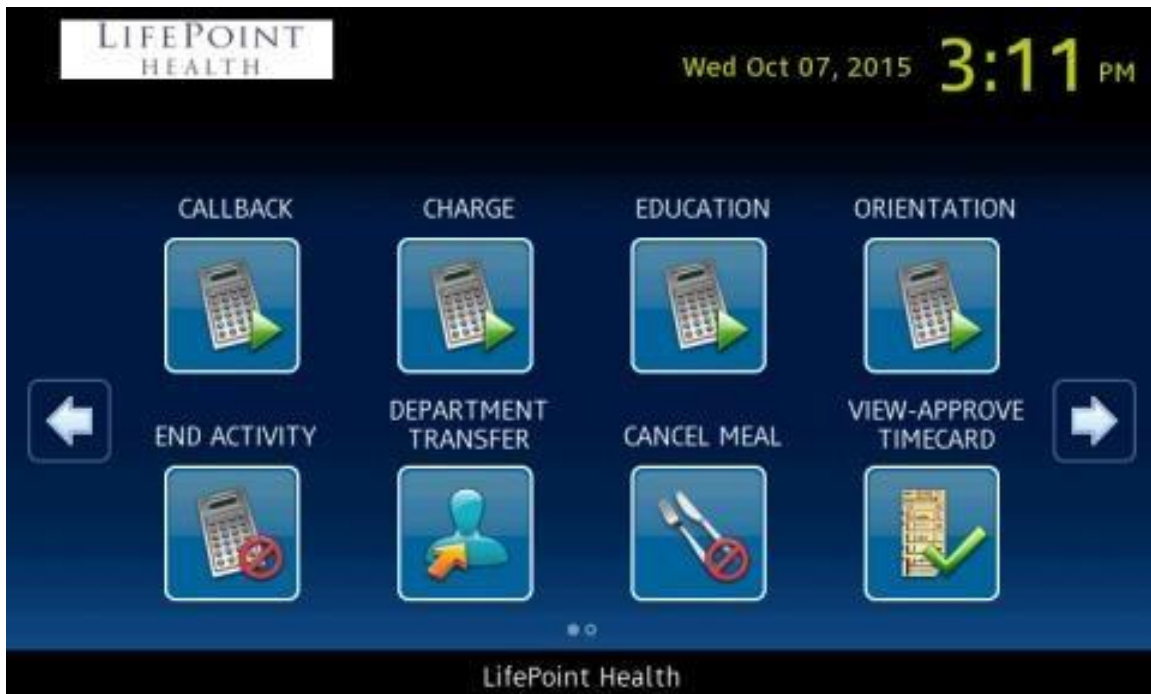


PUNCHING**CLOCKING IN TO YOUR HOME DEPARTMENT (WITH OUT PERFORMING A WORK RULE TRANSFER OR DEPARTMENT TRANSFER):**

-Swipe your badge

The clock will display:

**SWIPING YOUR BADGE:**

Other than swiping in or out of your shift, any time you perform a function of the clock that requires a swipe, the clock will display:



At this time, swipe your badge to continue the activity you have initiated.

TRANSFERS**DEPARTMENT TRANSFER:**

(If done at the start of your shift, this will clock you in for your shift and transfer you to a department other than your home department. If done during your shift, it will simply transfer you to the department you select.)

-Press the **DEPARTMENT TRANSFER** icon.

-Swipe your badge (Make sure DEPARTMENT is highlighted in Gold)

-Click on the desired department (example 6500) then Click Review

The screenshot shows the 'Labor Transfer - 276565301' screen. On the left, there is a yellow 'DEPARTMENT' button and a blue 'Review' button. In the center, a list of departments is displayed: 6400, 6400, 6500, 6500, 6510, 6510, 6600, 6600, and 6740. On the right side, there are four navigation buttons: a menu icon, an up arrow, a down arrow, and another menu icon. At the bottom right, there is a keyboard icon.

-Click **Submit**

The screenshot shows the 'Review' screen. At the top, it says 'Review'. Below that, 'DEPARTMENT' is listed next to '6500 6500'. On the right side, there are four navigation buttons: a menu icon, an up arrow, a down arrow, and another menu icon. At the bottom, there are two buttons: 'Back' and 'Submit'. The 'Submit' button is highlighted with a red rectangle.

-The screen will display:



Accepted: Labor Transfer

NOTE – The CLEAR ACTIVITY icon does NOT end a Department transfer. Employees Must transfer back to their HOME department to END a Department Transfer.

WORK RULE and DEPARTMENT TRANSFERS

Work Rule Transfers are initiated by pressing one of these icons on the clock screen.



TO PERFORM A WORK RULE TRANSFER WITH A DEPARTMENT TRANSFER:

(If done at the start of your shift, this will clock you in for your shift and move you into the activity. If done during your shift, this will simply move you into the activity selected.)

-Press the activity icon (e.g. CALLBACK, CHARGE, EDUCATION, ORIENTATION).

-Swipe your Badge.

-The clock will display the Department Selection screen as shown in the previous step. Follow the same instructions as shown there.

-If performing a Work Rule Transfer, but NOT changing departments, simply press Review, the Submit.

The clock will then display Accepted Work Rule Transfer and Department Transfer,



Accepted: Start Work Rule Transfer

TO PERFORM A WORK RULE TRANSFER WITH A DEPARTMENT TRANSFER:

(If done at the start of your shift, this will clock you in for your shift and move you into the activity into the department you select. If done during your shift, this will simply move you into the activity selected.)

-Press the activity icon (e.g. CALLBACK, CHARGE, EDUCATION, ORIENTATION).

WORK RULE and DEPARTMENT TRANSFERS (CONT.)

-Swipe your Badge.

-The clock will display:



Accepted: Start Work Rule Transfer

TO END A WORK RULE TRANSFER DURING A SHIFT

(you are staying at work but not in that activity)

-Press the CLEAR ACTIVITY icon. -Swipe your badge

The clock will display:



Accepted: End Work Rule Transfer

NOTE – The CLEAR ACTIVITY icon does NOT end a Department transfer. Employees Must transfer back to their HOME department to END a Department Transfer.

TO END A WORK RULE TRANSFER AND CLOCK OUT FOR THE DAY

(this will clock you out for your shift and out of the activity)

-Swipe your badge

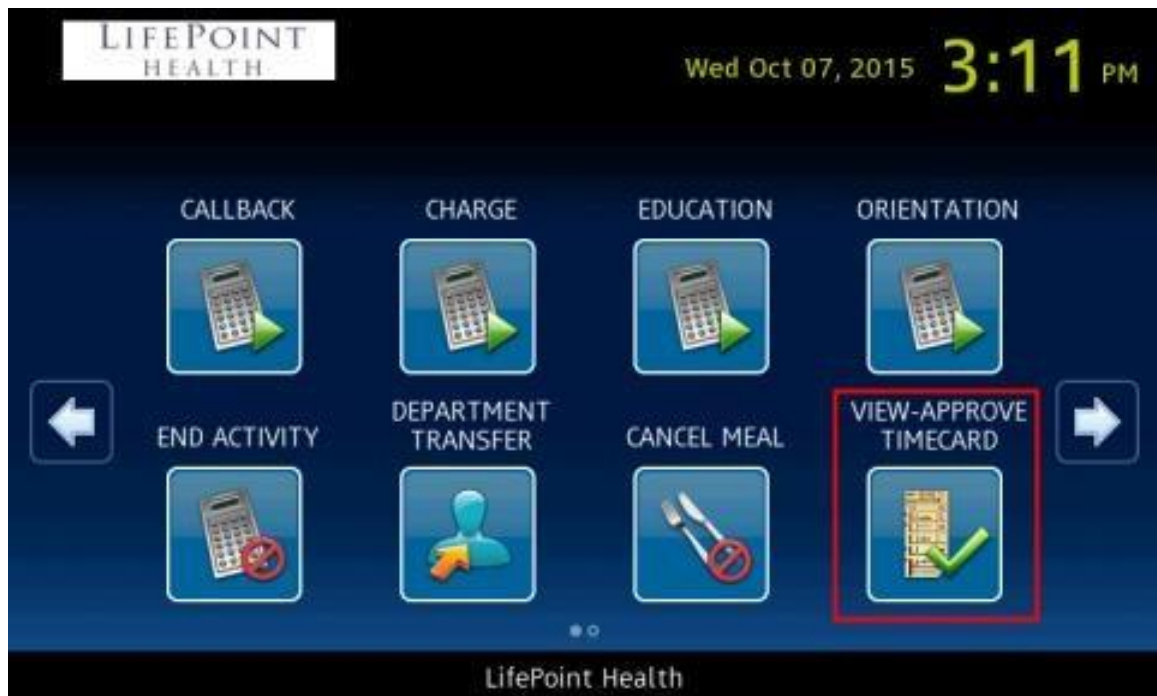
The clock will display:



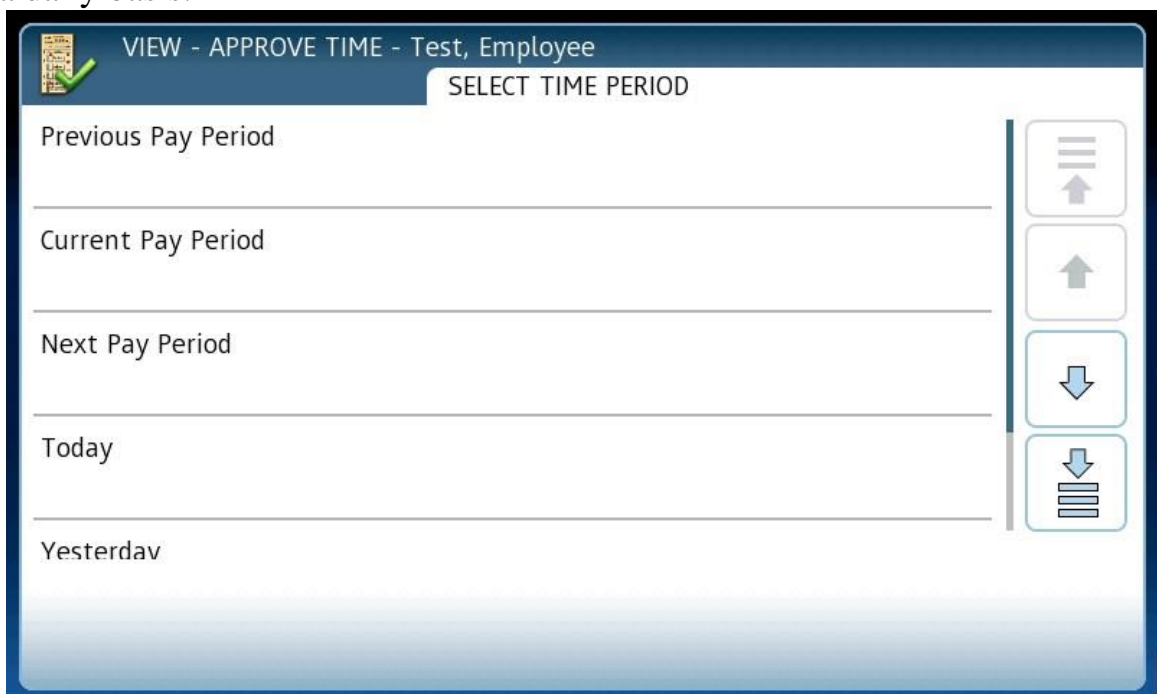
Accepted: Punch

VIEW TIME**TO VIEW HOURS AT THE TIMECARD:**

-Press the **VIEW TIME** icon



-Swipe your Badge. Clock will display **SELECT TIME PERIOD** screen. -
Select the time period for which you want to review your time. Ideally, you will select **Yesterday** to review your last full day of work, as your totals will only be complete for days where a complete set of punches exist. This should be done on a daily basis.



VIEW TIME (CONT.)

NOTE: Today's totals will not be up to date until your last Out Punch of the day

If there are any exceptions on your timecard, you will see the Exception symbol, as shown circled in **red** below, on the day the exceptions occur.

VIEW - APPROVE TIME - EMPLOYEE, TEST

7/05/2015 - 7/18/2015 | Total: 116:15

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12:30		12:45	13:15		12:45	12:00
12	13	14	15	16	17	18
12:15		12:00	4:00	12:15	12:30	

Approve

To review the exception, click on the timecard view, then scroll to the day where the exception occurred. You will see the exception listed as below:

7/05/2015 - 7/18/2015 | Total: 116:15

Wed 7/15

7:56AM 12:00PM

12:30PM
E Missed Out-Punch
Shift Total: 4:00

Daily Total: 4:00

Thu 7/16

7:49AM 12:00PM

12:30PM 8:36PM
Shift Total: 12:15

Daily Total: 12:15

Close

VIEW TIME (CONT.)

Make note of this exception, and any others, and report them to your manager for correction. When you are finished reviewing your timecard, press the Home button at the bottom-right of the clock:



CANCEL AUTOMATIC MEAL DEDUCTION

If your facility has automatic meal deductions applied directly to your timecard, this function will be available on your main screen:

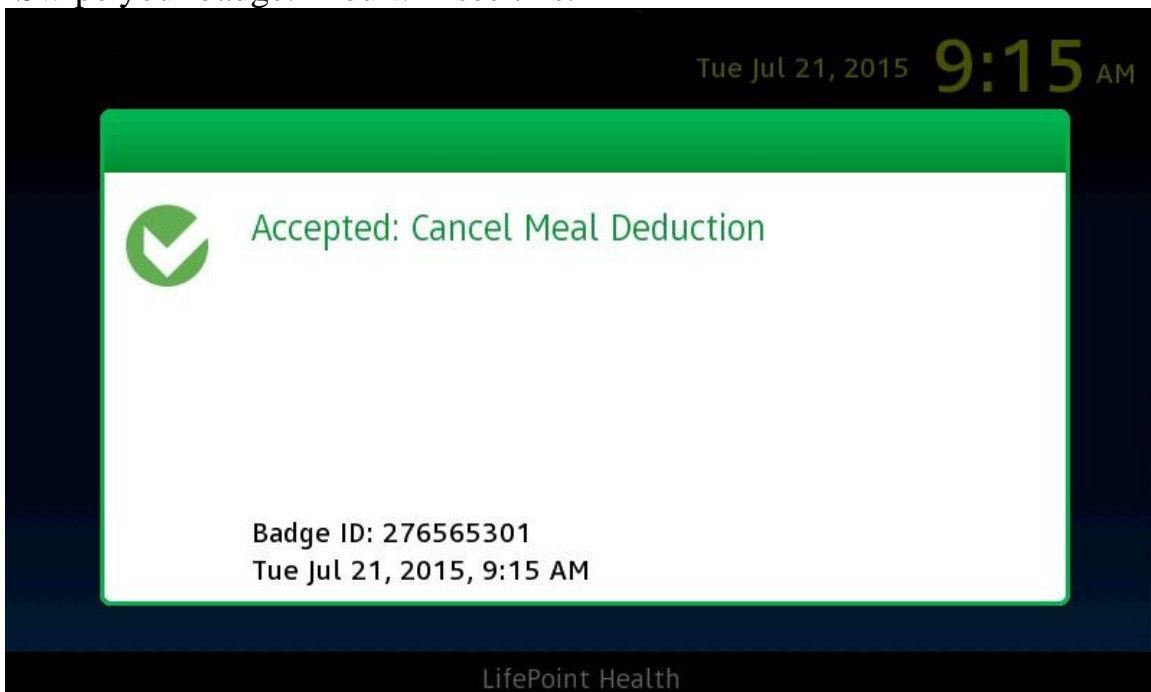


-Press the CANCEL MEAL icon. You will see this:



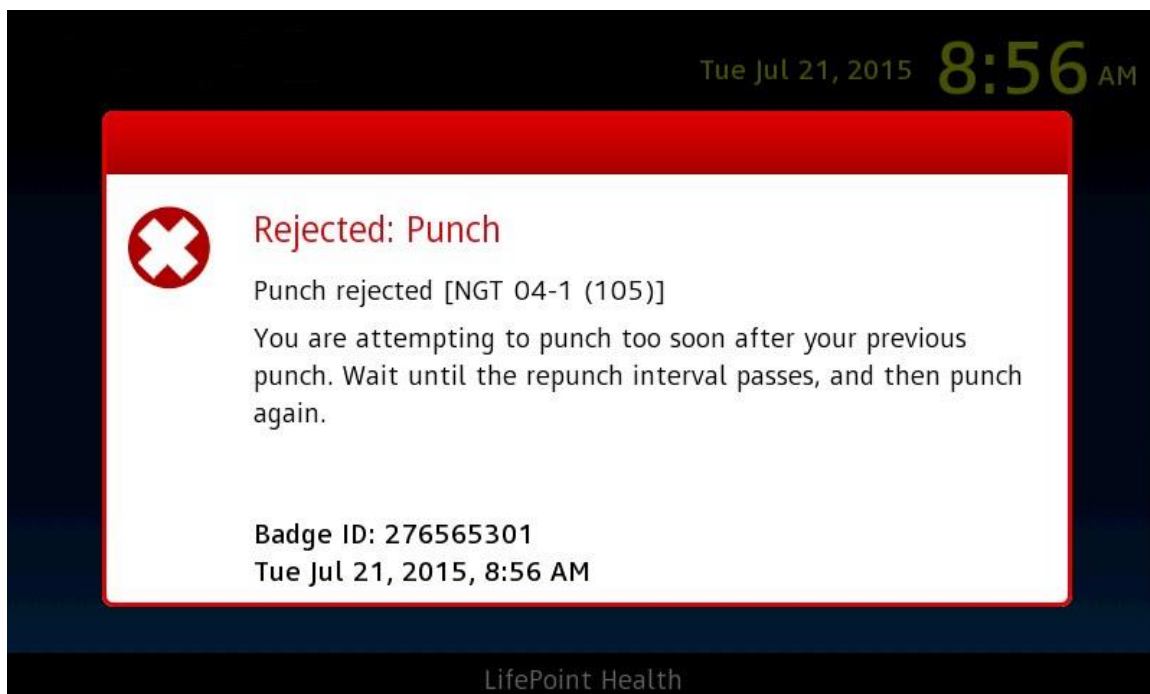
Use your badge

-Swipe your badge. You will see this:



ERROR MESSAGES

Swipe again. If it continues see your supervisor.



You have already punched in within the last minute.