

The Time Clock

There are over 60 time clocks in buildings across campus. Each student should be instructed by their supervisor which clock to use and where it is located in the building. Students must have their campus ID card to punch into the clock; campus ID numbers cannot be entered by hand.

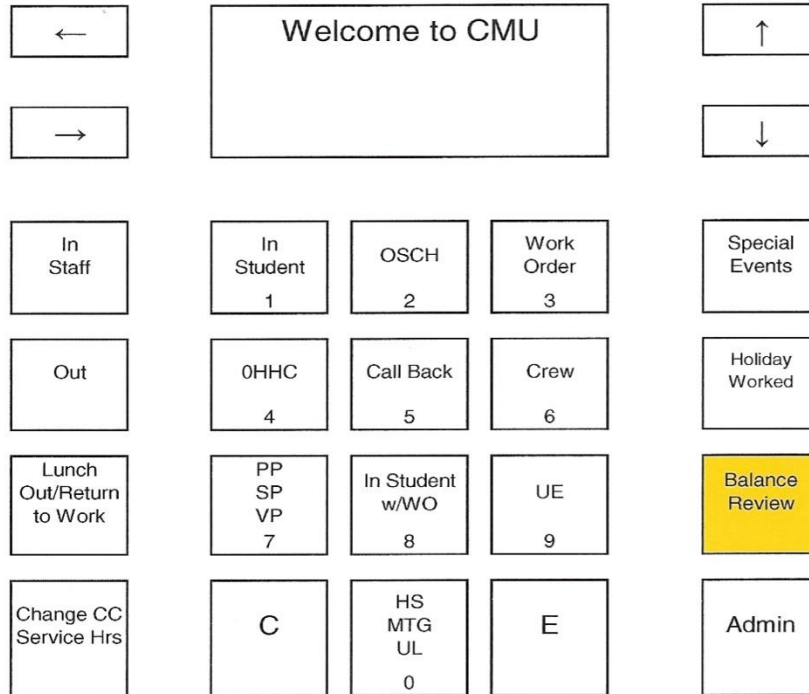
Punching In

1. Push "In Student" button
2. Swipe campus ID card through swipe slot at bottom of clock with magnetic strip down and top of card in slot.
3. Clock will beep and prompt student to choose a task.
4. Use the scan gun to scan the correct task bar code that is either included on a list of bar codes near the clock or on the student's key fob, by pointing at the bar code and squeezing the trigger.
5. **The student must punch in with a task code or the punch will not populate the time card and the student will not be paid.**
6. If the student does not have a task bar code available to scan, the task can be entered by hand after punching "In Student" and swiping. Use the key pad to enter task number and punch "E" (for enter) button.

Punching Out

When punching out, either for lunch or for the day, push "Out" button and swipe campus ID card. When returning from lunch repeat "Punching In" instructions from above.

New Time Clock Template
Procedures are Reversed from Old Clock
Employee must first select their action, then swipe their card



Punches considered as 'In' Punches for Staff

In	
Change Cost Center	RG_CC
Outside Schedule	OSCH
Outside Schedule on a Work Order	OSCHWO
Call Back	CB
Holiday Earned	HE

for Students

In Student	
Change Cost Center	RG_CC
Special Events (Used by UREC)	SE
University Events (Used by Univ Events)	UE
Service Hours (Used by Res Life)	SH

Punches considered as 'segment' punches and require a Return to Work punch, another work order punch, or an out punch.

Lunch Out	LN	In Student on a Work Order	RG
Work Order	RG	Univ Events on a Work Order	RG
Crew	CR		
Crew on a Work Order	CR		
Meeting	MTG		
Personal	PP		
Sick	SP		
Vacation	VP		
Higher Class	OHHC		
Higher Class on a Work Order	OHHC		
Union Leave	UL		
Holiday Worked	HS		
Holiday Earned on Work Order	HE		

Notes:
 Change cost center has selections for both students and staff
 OSCH, OHHC, Crew and Holiday Worked all have selections for with or without a work order.