



Soft Keys
Soft keys are used to perform functions using the Time Clock.

Status Indicator Lights
The green light notifies the employee the punch was accepted at the Timekeeper Terminal.
An orange light notifies the employee the punch was not been accepted at the Timekeeper Terminal.

Badge Reader

Clock Display
Displays current date, time and soft key labels. When a punch is successful the employee's name or ID number is displayed. If a punch is unsuccessful an error message displays.

Navigation Keys
Navigation keys are used to move within fields and scroll through lists.

Additional Keys
The Escape, Help, Backspace, Clear and Enter keys are used in conjunction with different soft key tasks.

Numeric Key Pad
The key pad is used for data entry when performing functions and transactions at the terminal.

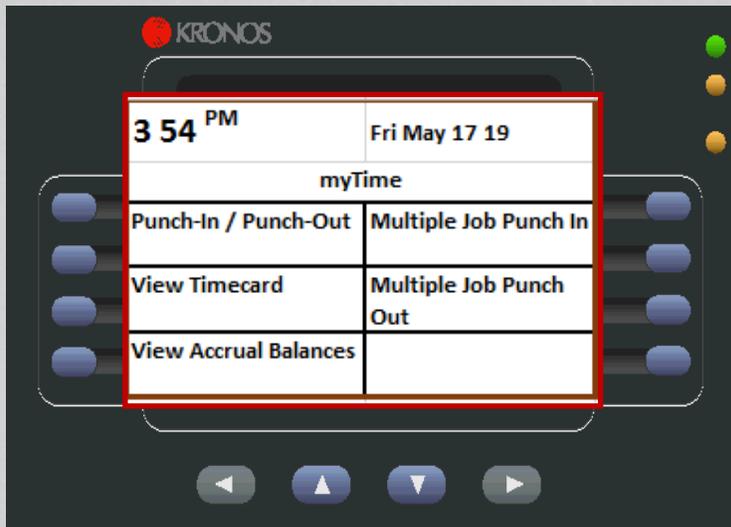
How to Punch In or Out (Single Job)

1 Press the Punch-In/Punch-Out soft key.



2 Hold the badge so that the black stripe is facing the badge reader, swipe the badge through the reader from top to bottom to record a punch.

*If the punch is successful, the top status light flashes green and you hear a single beep.
If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the clock display.*



Tips & Recommendations

Accrual totals such as sick and vacation time can be viewed at the Timekeeper Terminal.

If black up and down arrows are displayed on the terminal screen, use the Up and Down arrow keys to view more information.

Some transactions include a scroll bar. Use the Up and Down arrow keys to move the scroll bar.

Multiple Job employees only need to select a job when punching in. They do not select a job when punching out.

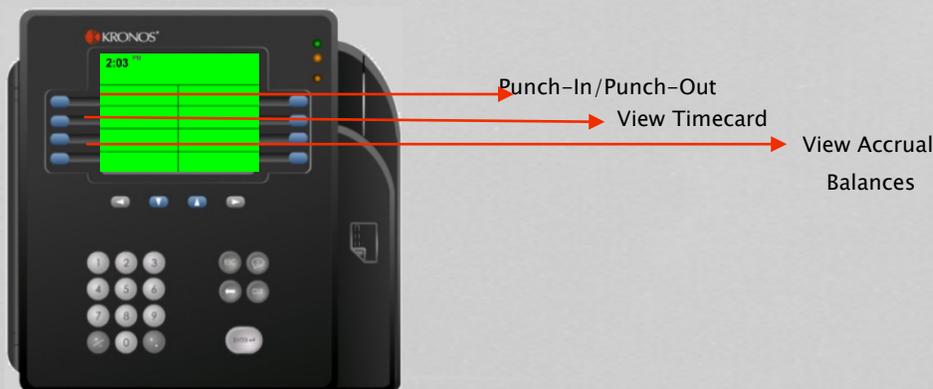
How to Punch In or Out (Multiple Jobs)

- 1 Press the **Multiple Job Punch In** soft key.
- 2 Swipe the badge through the reader from top to bottom.
- 3 Your jobs will display with your CSU ID and your job title. Use the scroll keys to select the correct job.
- 4 Press Enter.
- 5 To punch out, press the **Multiple Job Punch Out** soft key then Enter.

How to View Timecard & Accrual Balances Information

Employees can view timecard and accrual information at the time clock.

- 1 Press the corresponding blue soft key.



- 2 Swipe the badge through the badge reader from top to bottom.

The information displays on the screen. Use the navigation keys to scroll through information.