



Tips & Recommendations

Status Indicator Lights

The green light notifies the employee the punch was accepted at the Timekeeper Terminal.

The red light notifies the employee the punch has not been accepted at the Timekeeper Terminal. Look for an error message at the terminal display.

Clock Display

Displays current date and time.

Soft Keys

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

Badge Reader

Numeric Key Pad

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

Navigation Keys

Navigation keys are used to move within fields and scroll through lists. Navigation Keys are the Home and left and right Arrows displayed on picture

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

Single Job: How to Punch In or Out

- 1 Swipe Badge or
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.

Multiple Job: How to Punch In or Out

- 1 Press the **Multiple Job Punch In** 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.
- 3 Your jobs will display with your CSU ID and your job title. Press the correct job or use the scroll key to select it.
- 4 Press Enter
- 5 To punch out, press the **Multiple Job Punch-Out** soft key then enter.

*If the punch is successful, the status light flashes **green**.*

*If the punch is rejected, the status light flashes **red**. Look for an error message on the clock display. See page two for common error messages.*



How to View Timecard & Accrual Balances Information

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

How to View Timecard using the time clock

- 1 Press the **View Timecard** soft key.
- 2 Swipe the badge through the badge reader from top to bottom.

How to View Accrual Balances using the time clock

- 1 Press the **View Accrual Balances** soft key.
- 2 Swipe the badge through the badge reader from top to bottom.

You can select the home navigation key to return to the main screen.

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Common Error Messages

Error 01-1: Error reading badge

What to do:
You may not have swiped properly. Try again, following the steps on page 1. If you get the same message, see your Supervisor.

Error 06-2: Unknown home employee

What to do:
Your badge does not match any of the employees loaded in the time clock. See your Supervisor.

Error 04-1: Rejected

What to do:
You have already successfully swiped, or—if you are attempting to enter another punch—not enough time has elapsed since entering the previous punch. Wait a moment or two, then try again.

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

Use the scroll arrows displayed on the terminal to view more information.