

Biometric Time Clock Punch Instructions

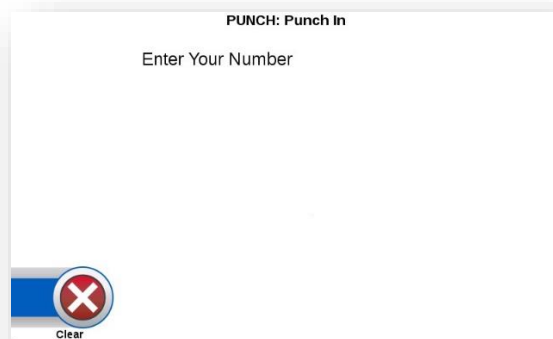
Punch IN:

When you perform a Punch IN, the Time Clock Device records the current time and the function key or touch screen button pressed. Please use the following steps to punch in:

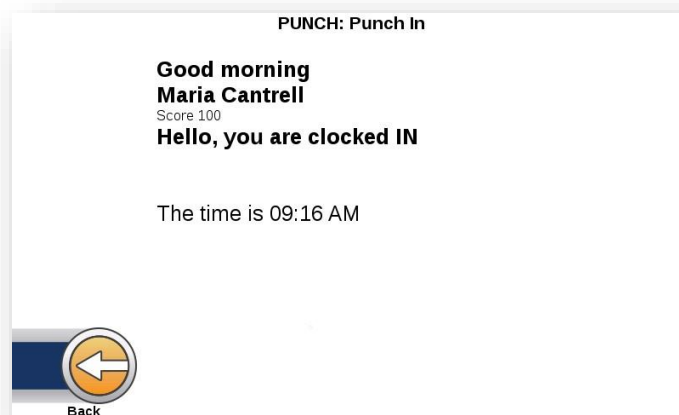
- Press the "Punch IN" Icon on the touch screen.



- The **Employee** will be prompted to enter their Employee ID number and then press Enter. They will then be prompted to place their finger on the biometric sensor.



- The Employee will get a message stating they have successfully punched IN.



- Please hit the Enter key or the Back icon on the touch screen to bring back the main screen or the terminal will time-out automatically.

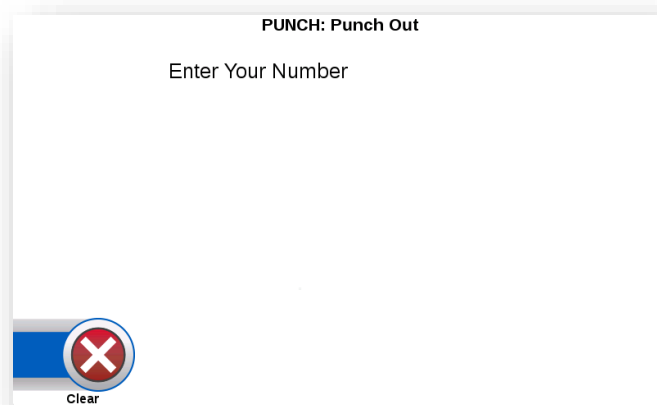
Punch OUT:

When you perform a Punch OUT, the Time Clock Device records the current time and the function key pressed. Please use the following steps to punch out:

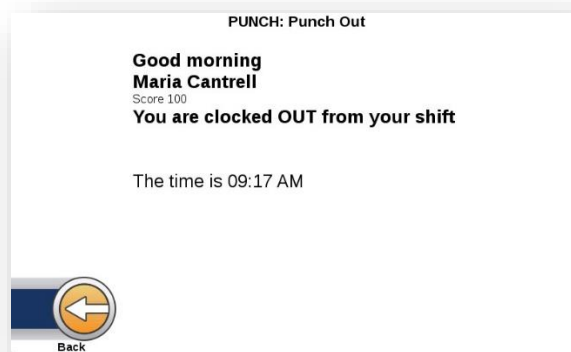
- Press the “Punch Out” Icon on the touchscreen.



- The **Employee** will be prompted to enter their Employee ID number and then press Enter. They will then be prompted to place their finger on the biometric sensor.



- The Employee will get a message stating they have successfully punched OUT.



- Please hit the Enter key or the Back icon on the touch screen to bring back the main screen or the terminal will time-out automatically.

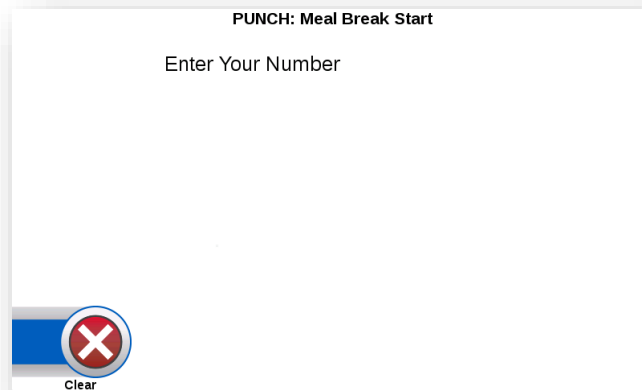
Clocking out of Shift for Meal Break:

Please use the following steps to start a meal:

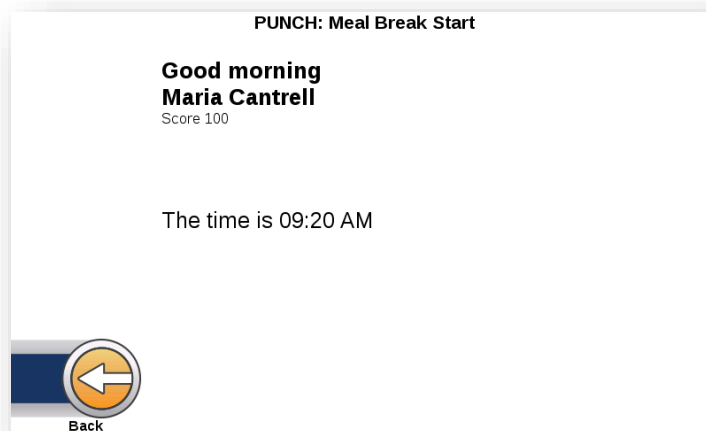
- Press the “Meal Break Start” Icon on the touchscreen.



- The **Employee** will be prompted to enter their Employee ID number and then press Enter. They will then be prompted to place their finger on the biometric sensor.



- The Employee will get a message stating they have successfully punched out for their meal.



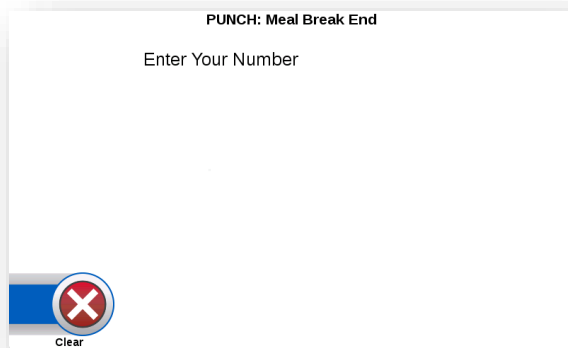
- Please hit the Enter key or the Back icon on the touch screen to bring back the main screen or the terminal will time-out automatically.

Clocking Back In from Meal Break:

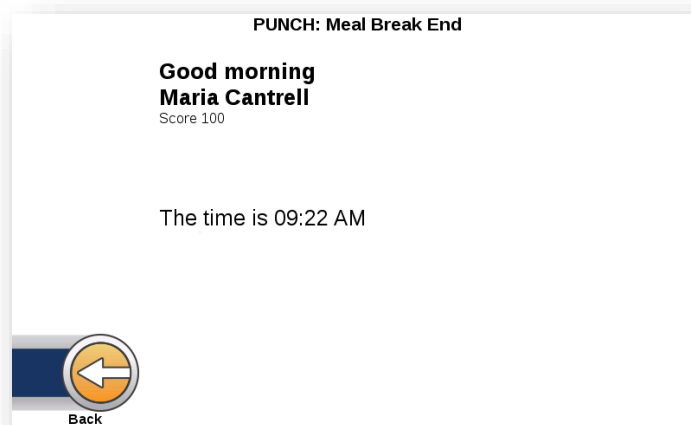
Please use the following steps to end a meal: Press the “Meal Break End” Icon on the touch screen.



- The **Employee** will be prompted to enter their Employee ID number and then press Enter. They will then be prompted to place their finger on the biometric sensor.
 - For locations with 30 minute meal break rules set, employees who clock in before 30 minutes have passed since clocking out for a meal break will see the following screen, preventing their punch until the time has expired:



- The Employee will get a message stating they have successfully punched.



- Please hit the Enter key or the Back icon on the touch screen to bring back the main screen or the terminal will time-out automatically.

View Recent Punches:

Employees can view their recent punches on a particular clock by pressing the **View Recent Punches** button. Please use the following steps to view your recent punches:

- Press the “**View Recent Punches**” Icon on the touch screen.



- The **Employee** will be prompted to enter their Employee ID number and then press Enter. They will then be prompted to place their finger on the biometric sensor.

PUNCHLIST

Enter Your Number

Clear

- The employee will then be able to browse their recent punches on the clock they have been using. **Note: employees who are marked as supervisors/enrollers are able to view everyone's punches on the local clock.**

PUNCHLIST

04/18/2024

Time	Badge	Action	Last	First
09:15	023107	IN	Cantrell	Maria
09:17	023107	OUT	Cantrell	Maria
09:19	023107	MEAL START	Cantrell	Maria
09:22	023107	MEAL END	Cantrell	Maria
06:26	023107	MEAL START	Cantrell	Maria

Previous

Next

Next Week

Clear