Time Clock Functionality

**Punch In and Out**

1. Use your 1 Card to record an In punch or Out punch for shift or meal break start and end times, and for any non-worked time throughout the day.

2. Insert your 1 Card in the Badge Reader Slot with the wide magnetic strip facing the badge reader.

3. Swipe your 1 Card through the Badge Reader Slot in a downward motion.

4. If the punch is **successful**, the top status light flashes green and you hear a single beep. The clock displays the following information:
   - Accepted
   - Punch
   - ID#
   - Punch Time
   - Date

5. If the punch is **rejected**, the status light flashes orange and you hear three quick beeps. The clock displays **Rejected**.

**Specialized Functions**

1. Touch a **Function Icon** and swipe your 1 Card to review data or perform other tasks at the time clock:

   **Function Key View Options**
   - **View Timecard**: Select a pay period and view your timecard.
   - **View Totals**: Select a time period and view accrued hours.
   - **Review Punches**: View a list of logged punches.
   - **View Accruals Online**: Select a reference date to view vacation and sick balances.
   - **View Schedules Online**: Select a time period and view your assigned work schedule.

   **Function Key Task Options**:
   - Touch **Job Clock In**: Multiple Job Employees select this icon and follow the display instructions to select a job prior to swiping in.
   - **Call Back Clock In**: Touch this icon when called back in to work.
   - **Approve Timecard**: Allows the employee to approve their timecard.

2. The **Home** icon will cancel your current function and return to the home menu.

**CALL BACK NOTE**: When called back in to work, always touch the **Call Back Clock In** function key before swiping your 1 Card.