Employee Timekeeping Tasks Using Clocks

Clock Overview

Indicator Lights – green indicates a successful punch, red indicates an error

Badge Reader Slot – where you swipe your TigerOne card

Soft Keys – access different time clock tasks as labeled

Home Key – return to the default home page

Punch In

1 Tap **Punch In**.

2 Insert your badge in the **Badge Reader Slot** with the magnetic stripe facing the back.

3 Swipe your badge through the **Badge Reader Slot** in a downward motion.

4 The indicator light flashes green and the clock displays the following information:
Accepted
ID #
Punch Time
Date

5 If the punch is *rejected*, the indicator light flashes red and the clock displays **Rejected**. Please try to complete the action again.

Punch Out

1 Tap **Punch Out**.

2 Swipe your badge through the **Badge Reader Slot**.

3 The indicator light flashes green and the clock displays the following information:
Accepted
ID #
Punch Time
Date

4 If the punch is *rejected*, the indicator light flashes red and the clock displays **Rejected**. Please try to complete the action again.

CLEMSON
U N I V E R S I T Y

Employee Timekeeping Tasks Using Clocks

Transfer to a Different Job

1 Tap **Punch In**.

2 Swipe your badge through the **Badge Reader Slot**.

3 Tap the **Transfer** field and enter the appropriate transfer code.

Keyboard: Tap the Keyboard icon and enter the code for the selected field.

Lists: Tap the drop-down list in a transfer field and tap the code for the selected field.

4 Tap **Submit**.

View Leave Balances

1 Tap **View Leave Balances**.

2 Swipe your badge through the **Badge Reader Slot**.

3 Select the end date of the period you want to view. You can enter a date in the past or future.

View Totals

1 Tap **View Totals**.

2 Swipe your badge through the **Badge Reader Slot**.

3 Select the time span to view.

4 Tap the **Arrow** to expand details.

View Timecard

1 Tap **View Timecard**.

2 Swipe your badge through the **Badge Reader Slot**.

3 Select the time span for the period you want to view.

4 Tap a day to view details.

View Schedules

1 Tap **View Schedule**.

2 Swipe your badge through the **Badge Reader Slot**.

3 Tap a schedule day to view details.

4 Tap **Close**.

Read Messages

1 Tap **Read Messages**.

2 Swipe your badge through the **Badge Reader Slot**.

3 Tap a message to review its contents.

CLEMSON
UNIVERSITY

Employee Timekeeping Tasks Using Clocks

Request Time Off

1 Tap **Request Time Off**.

2 Swipe your badge through the **Badge Reader Slot**.

3 Select the time off request type from the **Select Request** list.

> *Note: If you are unsure of which leave accrual type to select when requesting time off, please contact the University Leave Administrator.*

4 Tap **Submit request**.

5 Use the **Calendar** navigation keys to move between months.
1) Select **Start Date** and then tap on the date from the calendar to the right.
2) Select **End Date** and then tap on the date from the calendar to the right.

> *Note: To request <u>multiple non-consecutive</u> days, you must submit multiple requests.*

6 Tap **Continue**.

7 Tap the default hours amount in the **Duration** field.

8 Tap **Continue**.

9 In the **Start Time** field, enter the effective time for the time off request and tap **Enter**.

10 In the **Length** field, enter the duration for the time off request and tap **Enter**.

> *Note: The duration is entered in hours and minutes (i.e. 7:30) not in a decimal format (i.e. 7.5). If requesting <u>multiple consecutive</u> days off, enter the number of hours **per day**, not the total number of hours.*

11 Tap **Submit**.