**Clock Overview**

- **Indicator Lights** – green indicates a successful punch, red indicates an error.
- **Badge Reader Slot** – where you swipe your TigerOne card.
- **Home Key** – return to the default home page.
- **Soft Keys** – access different time clock tasks as labeled.

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**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.

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**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.
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.
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 multiple non-consecutive 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 multiple consecutive days off, enter the number of hours per day, not the total number of hours.

11. Tap Submit.