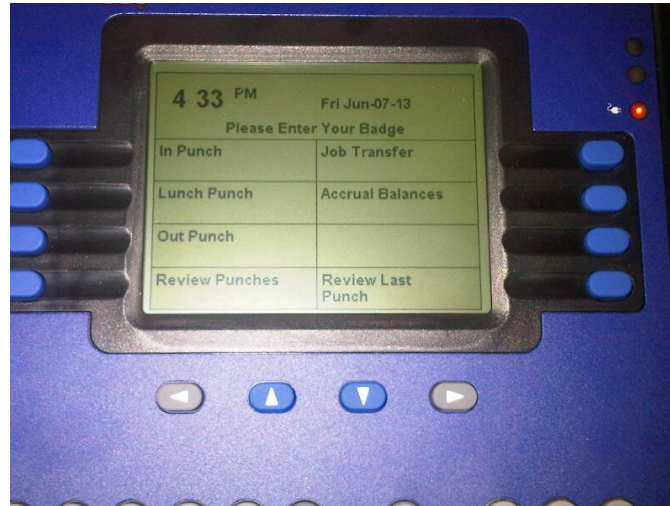




## Timeclock Quick Reference Card



### How to Punch In and Out

1. At the time and date prompt, enter your ID number and press **ENTER**.
2. When your badge number is verified, the timeclock displays the punch details.

**Note:** If you want to enter an explicit In or Out punch, press the appropriate blue key prior to entering your ID number.

### How to Punch Out for Lunch

1. Press the appropriate blue key.
2. At the Enter Badge ID prompt, enter your ID number and press **ENTER**.
3. When your badge number is verified, the timeclock displays the punch details.

**Result:** Your punch is submitted as a lunch out, and the time and date prompt is redisplayed.

### How to Enter a Job Transfer

1. Press the appropriate blue key.
2. At the Enter Badge ID prompt, enter your ID number and press **ENTER**.
3. Enter the department and job number to which you are going. Press **ENTER** after each.
4. When your badge number is verified, the timeclock displays the punch details.

**Result:** Your punch is forwarded to the new job or department, and the time and date prompt is redisplayed.

### How to View Your Last Punch

1. Press the appropriate blue key.
2. At the Enter Badge ID prompt, enter your ID number and press **ENTER**.

**Result:** The details of your last punch display.

### **How to View a List of Your Recent Punches**

1. Press the appropriate blue key.
2. At the Enter Badge ID prompt, enter your ID number and press **ENTER**.

**Result:** A list of punches entered over the previous 12 hours displays. Press the up or down arrow to move back or forward through the list. The display clears when you are done.

### **How to View Your Benefit Accrual Balances**

1. Press the appropriate blue key.
2. At the Enter Badge ID prompt, enter your ID number and press **ENTER**.

**Result:** A list of your benefit accrual balances displays. Press the up or down arrow to move back or forward through the list. The display clears when you are done.