

Chapter 2 – Time & Attendance (optional module)

Clocking In or Out

This optional program is used by all hourly employees to clock in and out on the system. To get into this program, select the option "Clock In & Out – T" or press the F10 key and at the command line type in a "T" and then press the ENTER key. See Figure 2-1.



EMPLOYEE TIME CLOCK

ENTER YOUR EMPLOYEE NUMBER: _____

F5-Help F8-Cancel

Figure 2- 1 Employee Time Clock Screen

Enter your employee number and then press the ENTER key. See Figure 2-2.

EMPLOYEE TIME CLOCK

ENTER YOUR EMPLOYEE NUMBER: 1_____

0001 EMPLOYEE

TOTAL TIME SINCE LAST CLOCK OUT: 00 HOURS AND 00 MINUTES

YOU ARE CURRENTLY CLOCKED OUT

ARE YOU WORKING AT YOUR REGULAR LOCATION (Y/N) Y

ENTER YOUR PASSCODE: █_____

F5-Help F8-Cancel

Figure 2- 2 Employee Time Clock Screen with Information

The screen will display your name, the number of hours worked in the current work week and whether you are clocked in or out. The screen will ask if you are working at your regular location. If the answer is (N)o, you will be prompted to enter the correct location code. Your password is required to complete the entry.

When you have successfully clocked in or out, press then ENTER key to complete the transaction. See Figure 2-3.

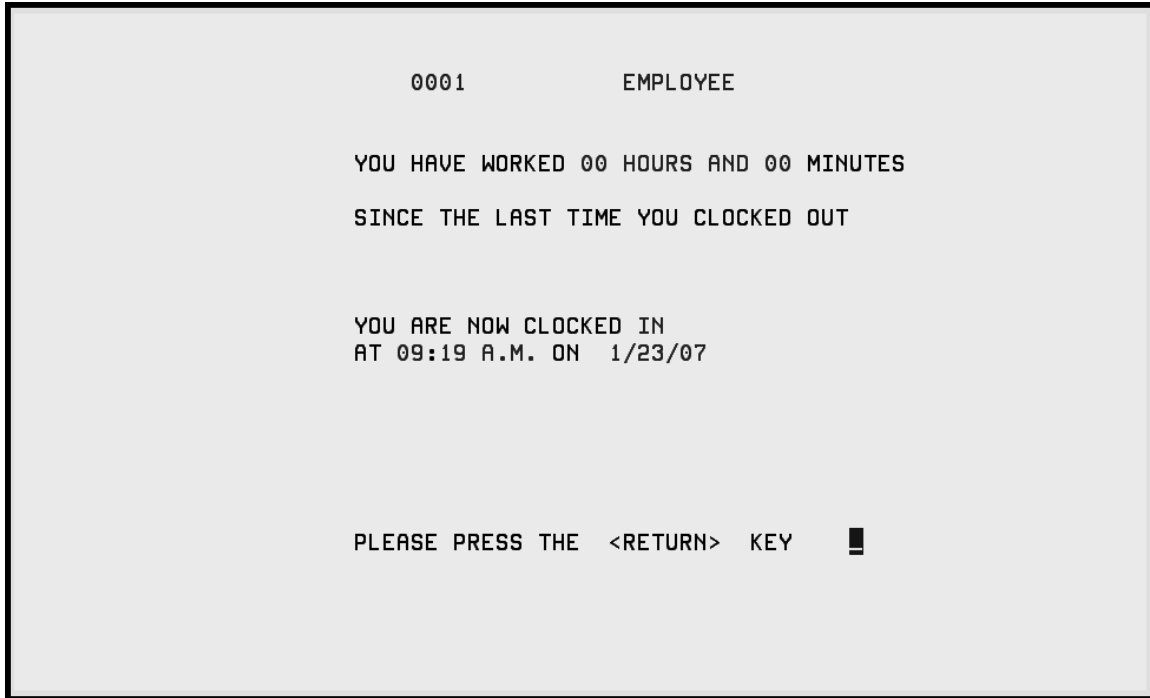


Figure 2- 3 Employee Time Clock Screen Clocked In

Note: You **cannot** clock in and out on the same minute. If you attempt to do this, you will get the message that appears in Figure 2-4.

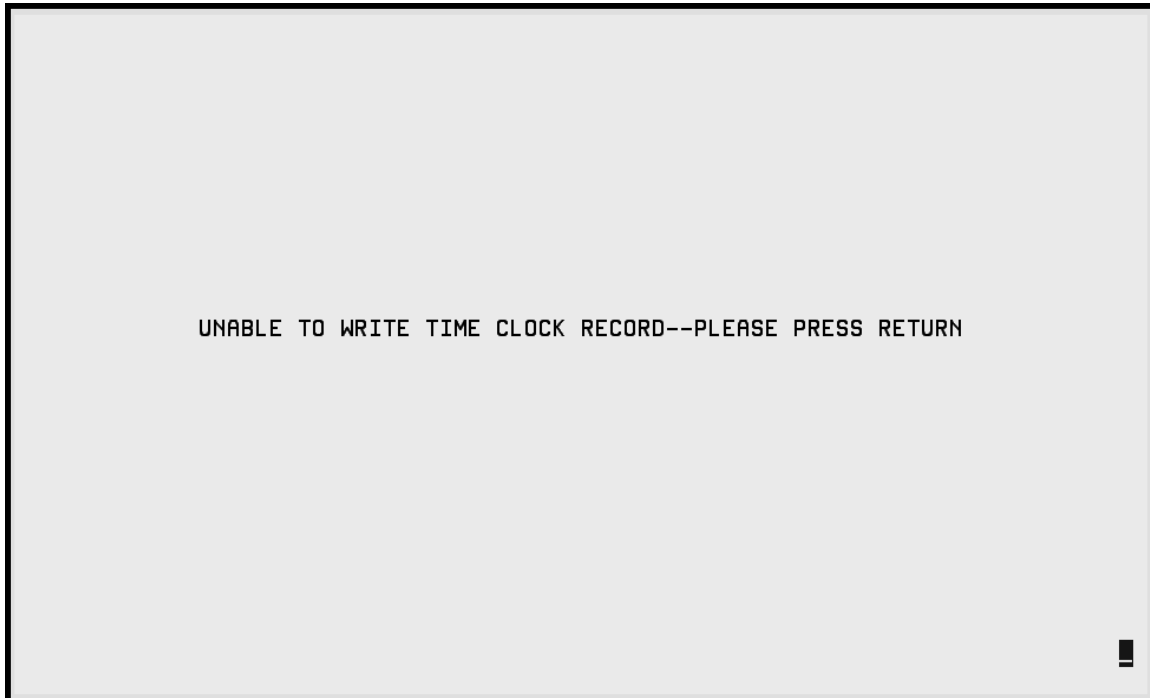


Figure 2- 4 Employee Time Clock Screen Error Message

Press the ENTER key as instructed, then retry again once a minute has passed.