Using the New Student Life Timeclocks

To Clock In Using a BuckID Swipe:

1. Touch the “Card Swipe IN” icon on the touch screen.

2. **Swipe your BuckID (mag stripe up)** when you see the screen below with “Enter Badge ID:” (The keypad to the right, though visible, is disabled on this function. To swipe by keying your employee ID, please see section below on the Keypad IN function.)

3. **If you have multiple jobs at one timeclock,** you will see the screen below with “Enter Department”.
   a. **Touch the magnifying glass** to pull up your list of sub numbers. If you do not have multiple jobs, please see number 4 below.
b. You will then see a pick list of all available sub numbers and the corresponding job labels for jobs assigned to the clock. **Touch the appropriate job to select** (will highlight in blue – in the example below, sub 0 is selected), then **touch the green arrow to continue**.

![Pick list of sub numbers and job labels](image)

![Select job](image)

![Register swipe](image)

4. **The screen below is your notification that your swipe was successful**. Please quickly note the “Accepted YOUR NAME” message – it does not stay up for long. IF YOU DO NOT SEE THIS SCREEN, YOUR PUNCH DID NOT GO THROUGH – PLEASE TRY AGAIN!
To Clock In Using Your Employee ID:
1. Touch the “Keypad IN” icon on the touch screen.

2. Using the touch screen keypad, please enter your 8 or 9 digit employee ID number and click the green arrow key. The card reader is disabled on this function.

3. If you have multiple jobs at one timeclock, you will see the screen below with “Enter Department”.
   a. Touch the magnifying glass to pull up your list of sub numbers. If you do not have multiple jobs, please see number 4 below.
b. You will then see a pick list of all available sub numbers and the corresponding job labels for jobs assigned to the clock. Touch the appropriate job to select (will highlight in blue – in the example below, sub 0 is selected), then touch the green arrow to continue.

c. Your chosen job will be displayed in the white box. Touch the green arrow to register your swipe.

4. The screen below is your notification that your swipe was successful. Please quickly note the “Accepted YOUR NAME” message – it does not stay up for long. IF YOU DO NOT SEE THIS SCREEN, YOUR PUNCH DID NOT GO THROUGH – PLEASE TRY AGAIN!
To Clock Out Using a BuckID Swipe:
  1. Touch the “Card Swipe OUT” icon on the touch screen.

![Card Swipe OUT icon](image1)

  2. Swipe your BuckID (mag stripe up) when you see the screen below with “Enter Badge ID:”

![Enter Badge ID](image2)

  3. The screen below is your notification that your swipe was successful. Please quickly note the “Accepted YOUR NAME” message – it does not stay up for long. IF YOU DO NOT SEE THIS SCREEN, YOUR PUNCH DID NOT GO THROUGH – PLEASE TRY AGAIN!

![Successful Swipe](image3)

*Please note that it will not ask you for a sub # if you have multiple jobs on a timeclock upon clock out UNLESS you are punching out on a different clock from your punch in, OR your shift has lasted over 12 hours.*
To Clock Out Using Your Employee ID:

1. Touch the “Keypad OUT” icon on the touch screen.

2. Using the touch screen keypad, please enter your 8 or 9 digit employee ID number and click the green arrow key. The card reader is disabled on this function.

1. The screen below is your notification that your swipe was successful. Please quickly note the “Accepted YOUR NAME” message – it does not stay up for long. IF YOU DO NOT SEE THIS SCREEN, YOUR PUNCH DID NOT GO THROUGH – PLEASE TRY AGAIN!

*Please note that it will not ask you for a sub # if you have multiple jobs on a timeclock upon clock out UNLESS you are punching out on a different clock from your punch in, OR your shift has lasted over 12 hours.
What happens if I see this screen when I swipe OR type in my employee ID?

If you see this screen, your swipe has not been accepted by the time clock and will not flow to the timekeeping system for pay. Please see your supervisor to troubleshoot and possibly fill out a Time Change Request (TCR) form!

This message could mean any of the following:

1. You are not assigned to the timeclock you are trying to use. Please see your supervisor to troubleshoot.
2. Your BuckID was issued prior to January 2012 – please use the Keypad function to punch and go to the BuckID office in the Ohio Union to obtain a new card.
3. You are trying to use your ID badge rather than your BuckID card to swipe. On these new clocks, some ID badges will not work and you should use your BuckID or employee ID.
4. You have mis-keyed your employee ID – if you are entering your swipe via keypad, please verify your employee ID and try again.
5. Your job has not started yet – please do not work if you are new and see this until your supervisor verifies your correct start date.
6. Your job has ended in Timekeeping – please see your supervisor to troubleshoot.
7. These timeclocks will receive a feed of employee data overnight every night. If a mid-day change has been keyed in Timekeeping, you will likely see this screen if you try to swipe at a newly assigned clock. Please fill out a TCR form.