To Swipe IN with your BuckID:

1. Touch “Card Swipe IN”
2. Swipe your BuckID (mag stripe up)
3. Screen should say “Accepted [YOUR NAME]”.
   • If instead it says “Enter Department”, click the magnifying glass to select your sub# and proceed until the screen below.
   • If it says “Invalid Badge”, please try using the keypad or see a manager.

To Clock IN with your Employee ID:

1. Touch “Keypad IN”
2. Type your 8 or 9 digit Employee ID
3. Screen should say “Accepted [YOUR NAME]”.
   • If instead it says “Enter Department”, click the magnifying glass to select your sub# and proceed until the screen below.
   • If it says “Invalid Badge”, please see a manager.

To Swipe OUT with your BuckID:

1. Touch “Card Swipe OUT”
2. Swipe your BuckID (mag stripe up)
3. Screen should say “Accepted [YOUR NAME]”.
   • If instead it says “Enter Department”, click the magnifying glass to select your sub# and proceed until the screen below.
   • If it says “Invalid Badge”, please try using the keypad or see a manager.

To Clock OUT with your Employee ID:

1. Touch “Keypad OUT”
2. Type your 8 or 9 digit Employee ID
3. Screen should say “Accepted [YOUR NAME]”.
   • If instead it says “Enter Department”, click the magnifying glass to select your sub# and proceed until the screen below.
   • If it says “Invalid Badge”, please see a manager.

If you choose the inappropriate IN/OUT designation, it is okay – the punch will still go through appropriately.