FAQs: New Student Life Timeclocks

1. I accidentally logged an “IN” punch instead of “OUT” at the end of my shift – do I need to do another swipe with the OUT function if I am leaving for the day?
   a. No, please do not log another punch if you have already logged one for that time. By the time the swipe gets to the SLTK timesheet, it is no longer specified as IN or OUT. For timekeeping purposes, a punch is a punch is a punch – if you select the wrong function, SLTK will add the punch where it needs to be.

2. I just tried to use my ID badge to punch on the new clocks and it is not working. Why can’t I use the ID badge on the new clocks as I was able to on the old clocks?
   a. The BuckID magnetic stripe encoding is different from the encoding on most ID badges. The new clocks are only set up to read encoding like that on the BuckID card, so going forward you will need to clock in using your BuckID if your badge doesn’t work.

   If you anticipate having trouble with remembering both cards or having them both handy, you can get a hole punched in your BuckID at the BuckID office in the Ohio Union for the purpose of carrying both cards on the same badge holder.

3. My BuckID doesn’t work at the new timeclock, but using my employee ID number to clock in does! Why isn’t my card working on the new clock when it worked on the old clock?
   a. Cards issued before January 2012 will not work at the new clocks. Check the back of the card – in March of 2012, the Huntington logo started appearing on the back of the card. If you do not see this logo, it is highly likely that you need to go to the BuckID office and obtain a new card. If you bring the old one in, it is free to get a replacement.

   If you see the Huntington logo and it is not working still, please email sl-payroll@osu.edu or call 614-247-8419 for further troubleshooting.

   If you do need to get a new card, please be aware that certain permissions will have to be requested again for your new card number by your supervisor due to being managed outside of the BuckID office. These permissions include: Key Watcher access, Basis door access, and Non-Student Life building access.

4. It seems like I will have to do more Time Change Requests with these new timeclocks if everyone’s IDs aren’t working – how can I prevent TCR forms?
   a. If an employee cannot swipe to clock at the new clocks, they can use the keypad IN/OUT options to log their punches. If they successfully use their employee ID at the clock, no TCR forms are required.