



How Do I? Clock In and Out in TimeCenter

PeopleSoft version 8

To Punch In:

1. Always read the Display. The Time Clock first asks for "Function."

Press the Green "START" button.

2. The Display then asks for "Badge ID."
Swipe Employee ID Card. Make sure the magnetic strip on card is facing to the right, with your right thumb on your photo.

3. The Time Clock will then request for you to "Enter Department."

*If you are working in your Home Department, **press "ENTER."***

*If you are working in another Department, **Key in the 4-digit Department number, then press the "ENTER" button.***

4. The Time Clock will then read "**Start Punch Accepted.**"

To Punch Out:

1. Always read the Display. The Time Clock first asks for "Function."

Press the Red "END" button.

2. The Display then asks for "Badge ID."
Swipe Employee ID Card. Make sure the magnetic strip on card is facing to the right, with your right thumb on your photo.

3. The Time Clock will then read "**End Punch Accepted.**"

To Change Departments:

1. Always read the Display. The Time Clock first asks for "Function."

Press the Yellow "SWITCH" button.

2. The Display then asks for "Badge ID."
Swipe Employee ID Card. Make sure the magnetic strip on card is facing to the right, with your right thumb on your photo.

3. The Time Clock will then request you to "Enter Department."

*If you are changing to another department, **Key in the 4-digit Department number, then press "ENTER."***

*If you are changing back to your Home Department, just **press "ENTER."***

4. The Time Clock will then read "**Change Punch is Accepted.**"

Invalid Entry

LEO TimeCentre Time Clock will indicate if you have made an invalid entry. When this occurs, the Time Clock automatically returns to the beginning of the process.

The Time Clock also "times out" and returns to the beginning of the process if you take too long to enter your information.

REMEMBER TO ALWAYS READ THE DISPLAY to insure that you have entered your punch correctly.