

## RSU/MSAD #54

### Time Clock User Instructions

#### **Working in Home Department**

1. Punch In – Swipe Card in front of Card Reader (silver area reads card)
2. Punch Out -Swipe Card in front of Card Reader (silver area reads card)

#### **Transferring to Another Department or Job (same location)**

1. Push **F1** on right side of keypad
2. Follow instructions on screen
3. Swipe Card in front of Card Reader (silver area reads card)
4. Enter 4 digit Transfer Code (Locate Department Transfer Code on List posted by time clock)

#### **Transferring to Another Department or Job (different location)**

1. Punch In – Swipe Card in front of Card Reader (silver area reads card)
2. Push **F1** on right side of keypad
3. Follow instructions on screen
4. Swipe Card in front of Card Reader (silver area reads card)
5. Enter 4 digit Transfer Code (Locate Department Transfer Code on List posted by time clock)

***Adjustments: Time and Attendance Adjustment Slip***

1. If you miss a punch you must complete a Time and Attendance Adjustment slip to correct your missed punch and submit to your Supervisor for approval
2. If you fail to transfer to a different position you will need to complete a Time and Attendance Adjustment slip to correct and submit to your Supervisor for approval
3. A 30 minute lunch will automatically be deducted for day shift staff, if you work during your lunch a Time and Attendance Adjustment Slip must be completed and approved by your Supervisor to correct your hours