



Frequently Asked Questions - Dormakaba Time Clocks

What are time clocks?

Time clocks track work hours. You will use new Dormakaba time clocks to clock in when your shift starts and clock out when your shift ends.

Who will use the new time clocks?

Some University Staff and student employees in these divisions will use time clocks:

- Recreation & Wellbeing
- Facilities Planning & Management
- University Housing
- UW Athletics

Where are the new time clocks?

We installed about 60 new time clocks across campus.

When will I start using the new time clocks?

You will start on June 29, 2025.

What can I do on the time clock?

You can:

- clock in and out for shifts.
- see when you clocked in and out for past shifts.

How will the new time clock help me?

- Choose from 6 languages (English, Spanish, Hmong, Tibetan, Chinese, and Nepali).
- Use your Wiscard to clock in and out.
- See your time entered in Workday.

What if I do not use a time clock?

You can enter your work hours in Workday.

What is Dormakaba?

The company Dormakaba is a certified partner of Workday. We bought the time clocks from Dormakaba.

More information coming soon!

Where can I find help to use the time clock?

Find more information at the HR Guides website (<https://hr.wisc.edu/hr-guides/>).

How does my time get into Workday?

Dormakaba time clocks send information to Workday every 5 minutes.

How can I see the time clock in a different language?

Ask your HR Partner to update your preferred language in Workday (English, Spanish, Chinese, Nepali, Tibetan, or Hmong.) The update may take a couple of hours.

Where can I see my time entered?

You can see all your time in Workday.

Where can I see my differential calculations or time off accruals?

You can see them in Workday.

What if I clock in wrong?

Talk to your supervisor. They can change your time in Workday or do an exception report.

What is this error?

- **Invalid Badge Error:** Your Wiscard is not set up in Workday, your Wiscard is expired, or you are not allowed to use the time clock.
- **Error: Cannot Use Clock Event again until XX:** You tried to do another action too soon. After one action, you must wait 1 minute to do a different action.

I have more than 1 position. How do I transfer positions during my shift?

If both of your positions use the time clock:

- Use the "Transfer" action on the time clock to change from 1 position to a different position.

If 1 position uses the time clock and the other position uses Workday's Time Entry Calendar:

- Clock out of 1 position using the time clock.
- Clock in for the next position using Workday's Time Entry Calendar.

If 1 position uses the time clock and the other position uses Workday's Web Time Clock:

- Do not clock out using the time clock.
- Clock in for the next position using Workdays' Web Time Clock. (This automatically clocks you out of the 1st position.)