



How to Use the New Time Clocks

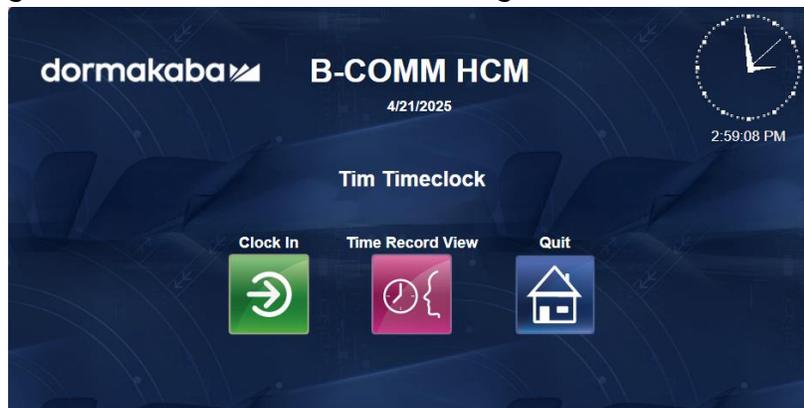
Put your Wiscard on the badge reader. Touch the screen to choose an action.

Tell your supervisor if you get an error message.

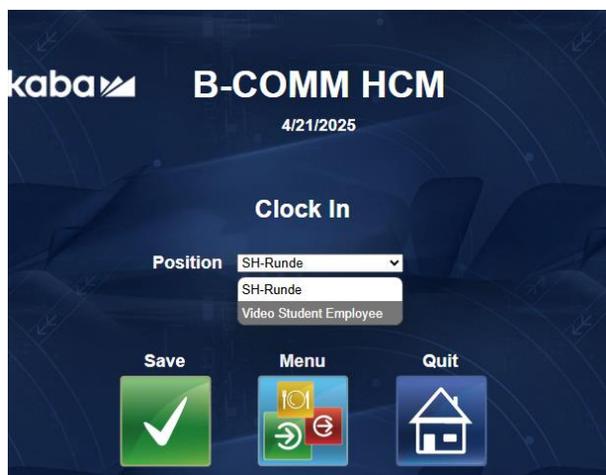


How to Clock In

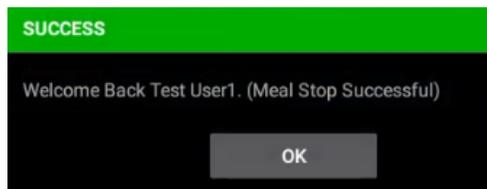
- Touch the green **Clock In** button to start a regular shift.



- If you work more than 1 position, choose the position you want. Then touch **Save**.

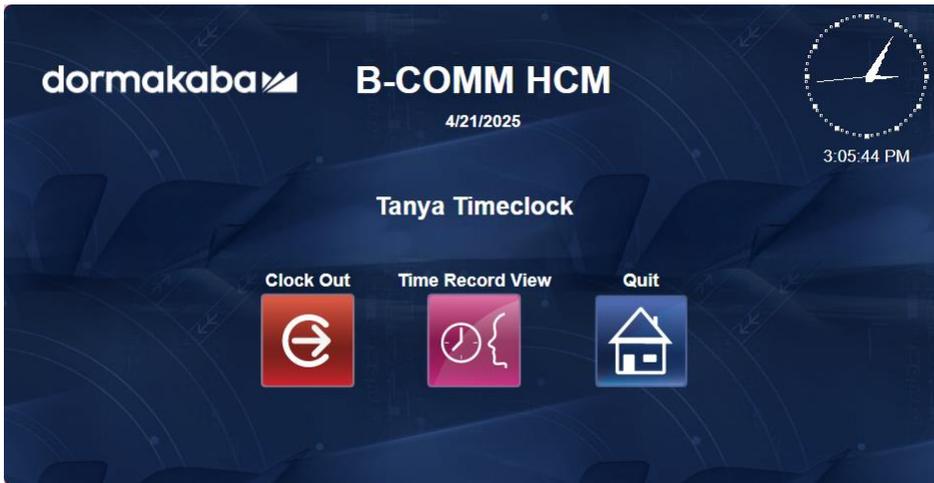


- After you clock in, a SUCCESS message will pop up on your screen.



How to Clock Out

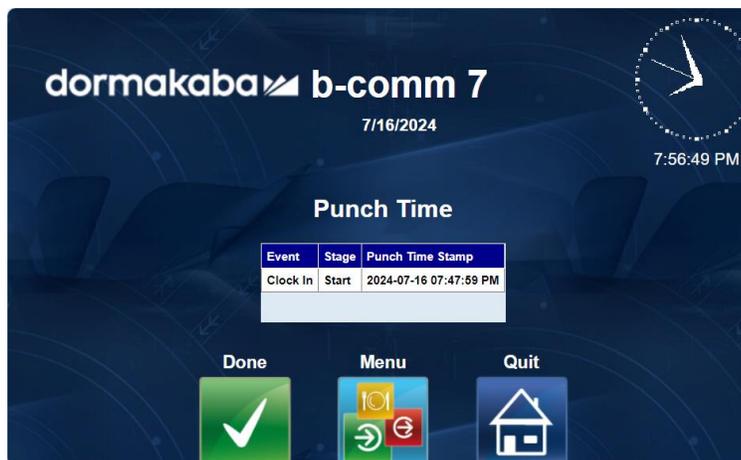
- Touch the red **Clock Out** button to end your shift.



- After you clock out, a green SUCCESS message will pop up on your screen.

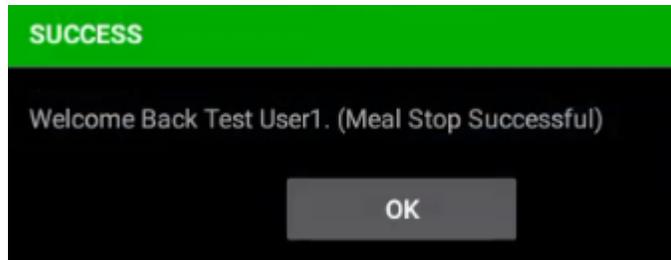
Time Record View

- Touch **Time Record View** to see your past shifts and breaks.
- Choose a date, then touch **Save**.
- You will **only** see times you entered in the time clock, **not** changes made in Workday.



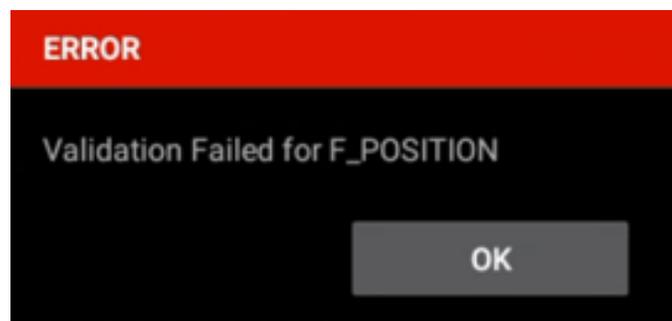
Action Successful

- If you complete an action, a green SUCCESS message will pop up on your screen.
- You are done. The time clock automatically logs you out after a few seconds.



Possible Errors

- **Invalid Badge:** Your Wiscard is not set up in Workday or your Wiscard is expired.
 - Tell your supervisor.
- **Error: Cannot use UW_Clock Event again until XX:** You tried to do another action too soon.
 - Wait 1 minute, then try again.
- **Validation Failed for F_Position:** You did not choose a position.
 - Choose the position you want and try again.
- **Your preferred language is not correct.**
 - Tell your supervisor. HR can update your preferred language in Workday.



*Athletics and Rec Well Only: Meal Start and Stop

If you clock in and out for meals:

- Touch **Meal Start** to start your meal break.
- When you return from your break, touch **Meal Stop**.



*Athletics Only: Clock In – Project

Use the “Project” menu for special athletic events:

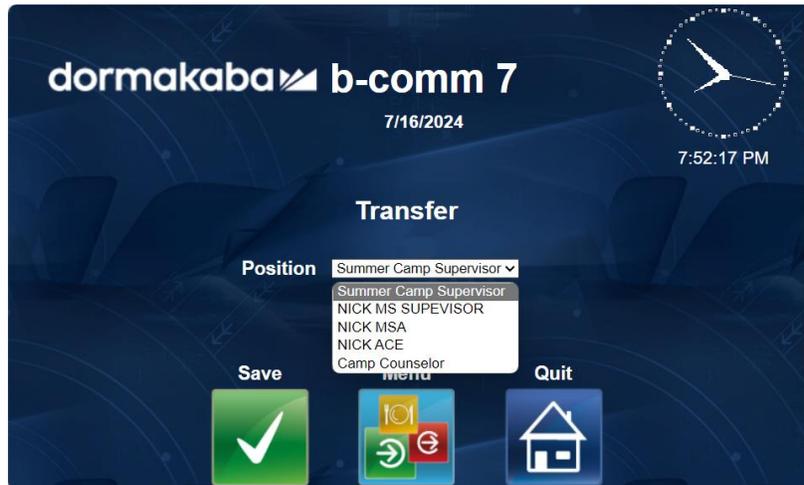
- Touch **Clock-In Project**.
- Choose the position and project.
- Touch **Save**.



*Rec Well and Housing Only: Transfer

If you work more than 1 position:

- Use the "Transfer" menu to change from 1 position to another during your shift.
- Workday will show that you clocked out from the 1st position and clocked in for the next position.



*Housing Only: Call Back

- Touch **Call Back** for a shift guaranteed to be 2 or 4 hours.
- Choose the position and time entry code (2 or 4 hours).
- Touch **Save**.

