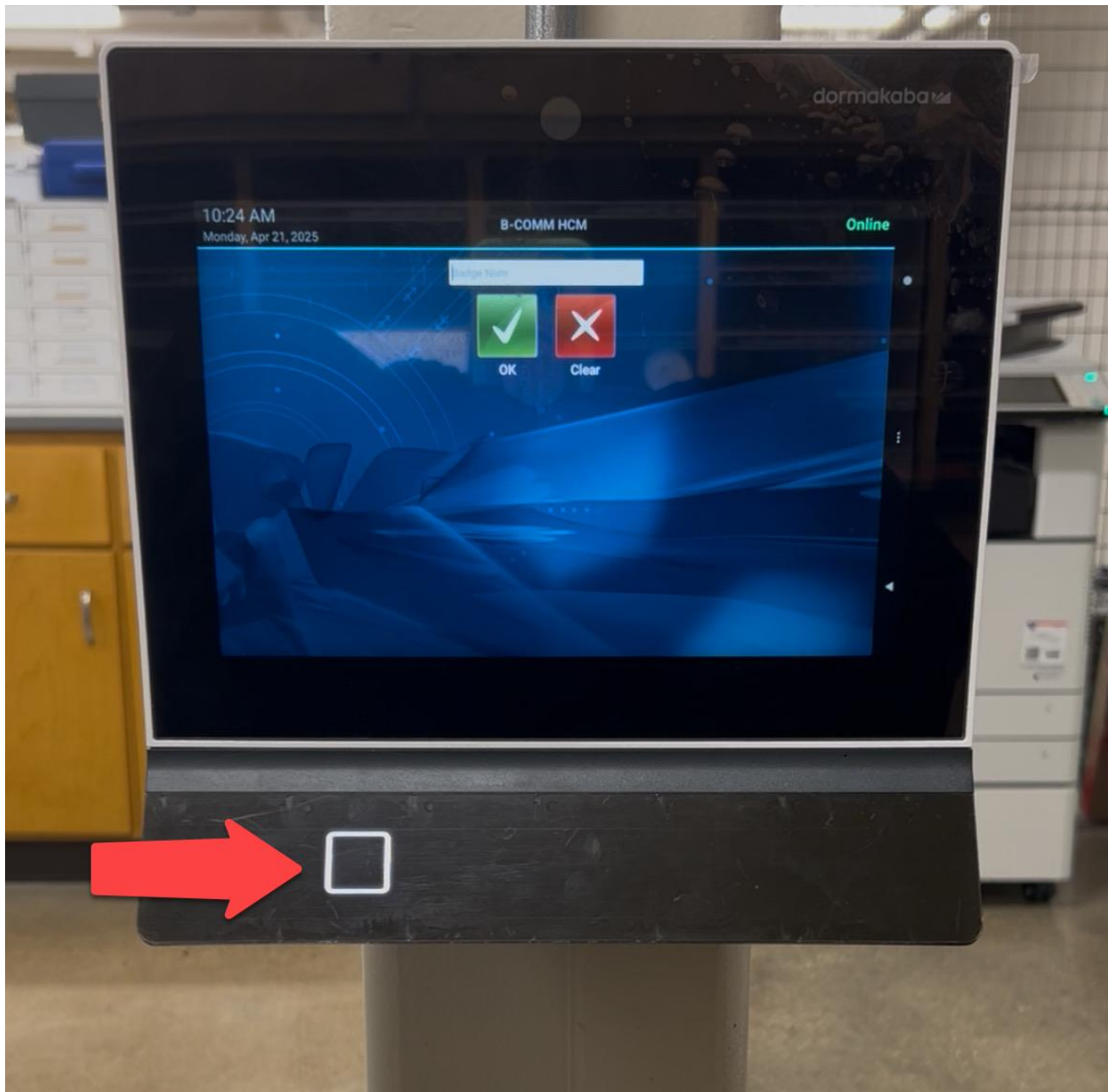




Yuav Siv Cov Moos Ntaus Caij Tshiab Li Cas

Tso koj daim *Wiscard* rau ntawm qhov *badge reader*. Kov xaiv qhov koj yuav ua.

Qhia koj tus thawjsaib yog koj tau txais ib qho lus qhia tias ua yuam kev.



Yuav Ntaus Nkag Li Cas

- Kov lub pob ntsuab **Ntaus Nkag (Clock In)** pib txoj haujlwm.



- Yog koj ua tshaj 1 txoj haujlwm, xaiv txoj haujlwm koj yuav ntaus rau. Kov qhov **Save**.
- Tom qab koj ntaus nkage tas, ib kab lus qhia ntsuab hais tias UA YOG LAWM (SUCCESS) yuav tshwm los (li hauv qab no).



Yuav Ntaus Tawm Li Cas

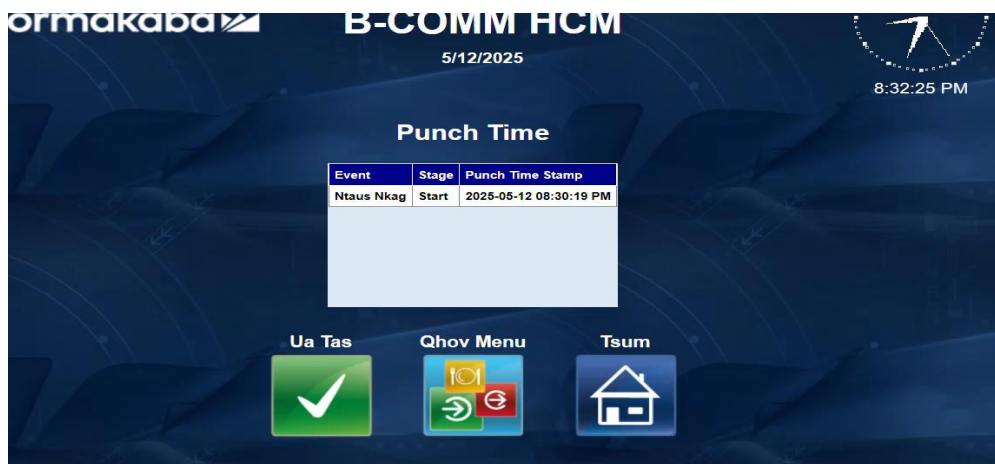
- Kov lub pob **Ntaus Tawm (Clock Out)** ntaus tawm txoj haujlwm.



- Tom qab koj ntaus tawm tas, ib kab lus qhia ntsuab hais tias UA YOG LAWM (SUCCESS) yuav tshwm los

Saib Caij Ntaus Rau

- Kov lub pob *Saib Caij Ntau Rau (Time Record View)* saib cov caij ntaus ua haujlwm thiab so.
- Xaiv ib hnuv, ces kov qhov **Save**.
- Koj tsuas pom cov caij koj ntaus rau hauv lub moos **nkaus xwb, tsis** pom cov pauv nyob hauv *Workday*.



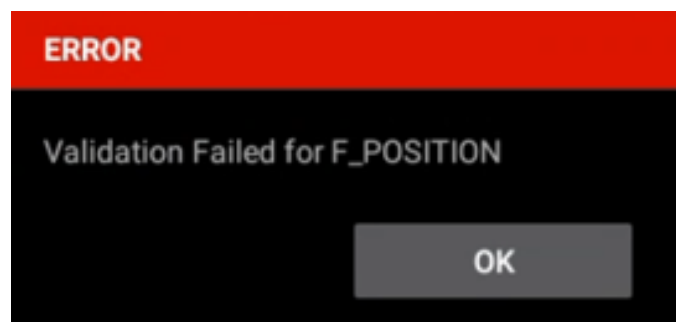
Ua Yog Lawm

- Yog koj ua tas ib qho, ib kab ntsuab muaj lo lus hais tias, UA YOG LAWM (*SUCCESS*) yuav tshwm los.
- Koj ua tas lawm. Lub moos yuav cia li kaw koj tawm tom qab fiab puav (*seconds*).



Cov Ua Yuam Kev Tej Zaum Yuav Muaj

- **Invalid Badge:** Tsis tau tso koj daim *Wiscard* rau hauv *Workday* los koj daim *Wiscard* tas kas nuv lawm.
 - Qhia rau koj tus thawjsaib.
- **Error: Cannot use UW_Clock Event again until XX:** Koj sim ua lwm yam sai zog lawm.
 - Tos li 1 nas this, mam ua dua.
- **Validation Failed for F_Position:** Koj tsis xaiv ib txoj haujlwm.
 - Xaiv txoj haujlwm koj yuav ntaus caij rau thiab ntaus dua.
- **Tsis yog yam ntawv/lus koj xav siv (Your preferred language is not correct).**
 - Qhia rau koj tus thawjsaib. HR kho tau yam ntawv koj xav siv rau hauv *Workday*.



***Athletics thiab Rec Well Nkaus Xwb: Pib So Noj Mov thiab Noj Tas**

Yog koj ntaus so noj mov thiab noj mov tas rov los:

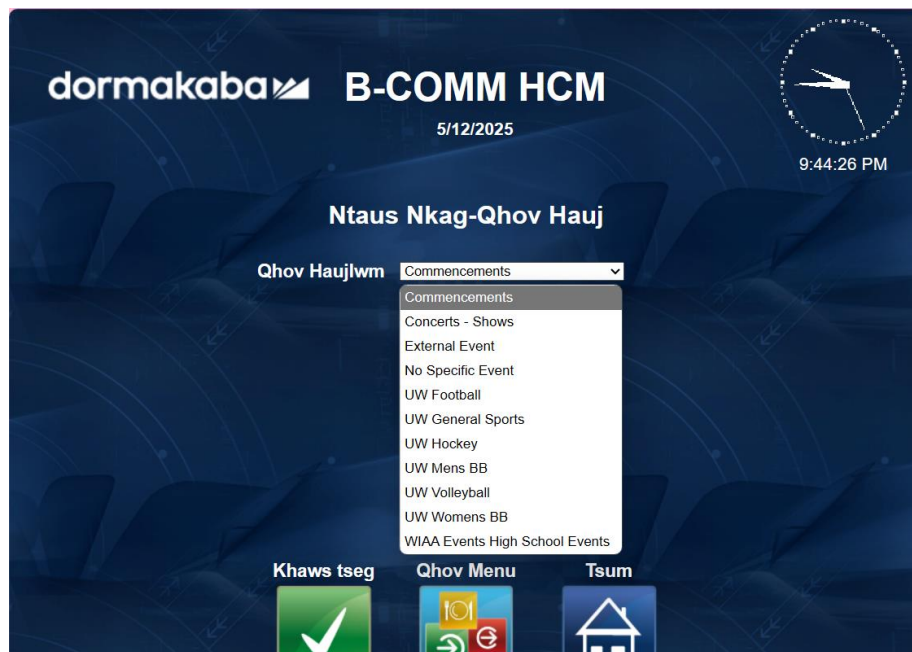
- Kov **Meal Start** pib caij so noj mov.
- Thaum koj noj mov tas rov los, kov **Meal Stop**.



***Athletics Nkaus Xwb: Ntaus caij nkag – Qhov haujlwm (Project)**

Siv qhov "Project" rau cov caij txawv rau cov kis las:

- Kov qhov **Clock-In Project**.
- Xaiv txoj haujlwm thiab yam haujlwm.
- Kov **Save**.



***Rec Well** thiab **Housing Nkaus Xwb: Pauv** rau txoj haujlwm tshiab

Yog koj ua tshaj 1 txoj haujlwm:

- Siv qhov “*Transfer*” pauv ntwam 1 txoj haujlwm mus rau lwm txoj.
- *Workday* yuav qhia tias koj ntaus tawm ntwam thawj txoj haujlwm thiab ntaus nkag txoj haujlwm tshiab.



***Housing Nkaus Xwb: Hu Tuaj**

- Kov qhov **Hu Rov Tuaj (Call Back)** rau qhov haujlwm ua tsawg kawg 2 los 4 xuabmoos.
- Xaiv txoj haujlwm thiab ntaus tus lej caij (2 los 4 xuab moos).
- Kov qhov **Khaws tseg (Save)**.



Kuv yuav hu rau leej twg yog muaj teeb meem los lus nug?

Nrog koj tus thawjsaib tham.