Using the Time Clock Swiping Device

For workers who swipe their UChicago card to clock time

Quick Reference Guide

Using the Time Clock Swiping Device

Entering time via the time clock device is accessible at kiosks located around the University of Chicago. By using the touch screen display and your UChicago Card, you will be able to clock in and out of your work related activities in just a few steps.

Review the steps below to properly enter time for work related activities through the time clock device.

**Display Screen**

![Display Screen Image]

**Keypad**

![Keypad Image]

Keep in mind:

- If you work on a schedule, you will be given a six minute grace period on either side of you start and end times.
- If you are on an open schedule, you will not have a six minute grace period. Also, on an open schedule, you will have to clock in and out for lunch.
- You are paid according to the data on the timesheet, not directly off the clock data. There may be slight differences between time shown in the clock data versus the timesheet due to a six minute grace period at the beginning and end of your scheduled work time.
- If you forget to check in or check out, consult with your time approver or HR partner immediately.

Information needed:

- UChicago Card
- Swipe Clock Kiosk
To Clock In

When you record time via the time clock swiping device, the system records the current time and respective action. Please use the following steps to clock in using the touch screen or keypad:

1. Press the “Clock In” button on the key pad or touch screen

![Clock In Button]

2. The worker will be prompted to “Swipe Your Badge”. Have the worker swipe their badge through the magnetic strip reader to the right of the clock.

![Swipe Your Badge]

3. The screen will now display a message stating the worker has successfully clocked in.

![Good Morning Message]

The time is 08:25 AM
4. Please hit the “Enter” button to accept the swipe, and return the display back to the main screen otherwise the terminal will time-out automatically in 3 seconds.

**To Clock Out**
When you record time via the time clock swiping device, the system records the current time and respective action. Please use the following steps to clock out using the touch screen or keypad:

1. Press the “Clock Out” button on the keypad or touch screen.

2. The Employee will be prompted to “Swipe Your Badge”. Have the employee swipe their badge through the magnetic strip reader to the right of the clock.

3. The Employee will get a message stating they have successfully checked out.
4. Please hit the "Enter" button to accept the swipe to the clock bring back the main screen or the terminal will time-out automatically in 3 seconds.