## **Time Clock:**

### Steps to enroll a finger template on V850 Time Clock:

- 1. Press "Menu" button
- 2. Press "Enter" button (1 ADMIN)
- 3. Enter number "8888"
- 4. Enter pin number "1111"
- 5. Press "2" Manage Finger IDS
- 6. Press "1" New Finger ID
- 7. Enter the employee's card number, then "Enter"
- Put finger on the sensor (lay the finger on the reader where the ridge at front of reader is lined up with the crease at the first bend in finger).
- Clock will display Quality (the higher the number the better the read.
  When satisfied with the read (90 or above), press the button below " YES"
- 10. Scan the finger one more time then accept by pressing the button below "YES"
- 11. Repeat steps 6-10 for next person.

## TimeForce:

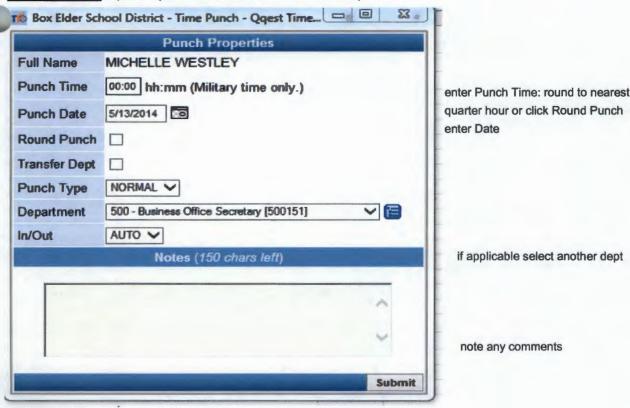
## Create an Employee's Punch:

Time Card tab



Find employee

Enter Punch option (line below the Time Card tab)



End Time: enter daily end time

Days: click on applicable days of the week

click [Submit]

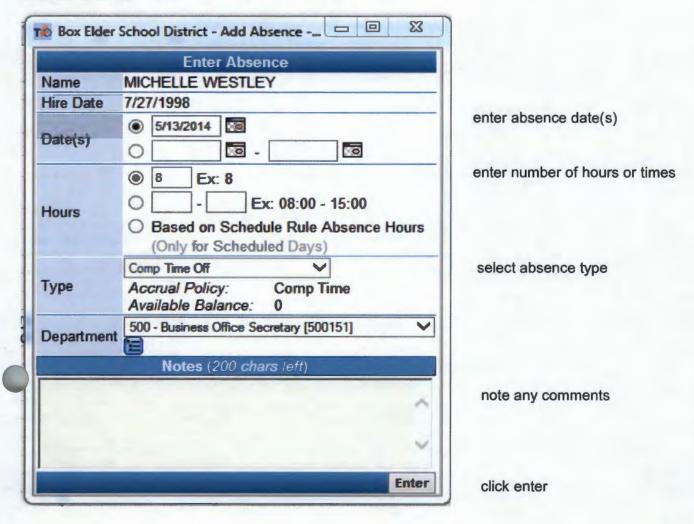
### Create an Employee's Absence:

Time Card tab

Find employee



Enter Absence option (line below the Time Card tab)



## **Enter Employee Schedules**

Schedule tab

Create Schedule option (line below the Schedule tab)

Schedule Type: Simple Schedule

Employees: select employee(s) click Show Employees far right move name(s) to Selected column, then

**Hide Employees** 

Start Time: enter daily start time End Time: enter daily end time

Days: click on applicable days of the week

Rule: select applicable rule Department Transfer

if employee needs to be charged to different departments, enter the Transfer time(s) & Department

[Generate Schedules]

## Substitute Cook - Time Clock Procedures

#### Clock In:

Card Number

Enter

insert finger

Dept key (top gray button)

Dept Code - 196

Enter

Override

#### **Clock Out:**

same procedure as above

Dept Code - 196

## Substitute Custodian - Time Clock Procedures

#### Clock In:

Card Number

Enter

insert finger

Dept key (top gray button)

Dept Code - 186

Enter

Override

#### **Clock Out:**

same procedure as above

Dept Code - 186

# Substitute Secretary - Time Clock Procedures

#### Clock In:

**Card Number** 

Enter

insert finger

Dept key (top gray button)

Dept Code - 154

Enter

Override

#### **Clock Out:**

same procedure as above

Dept Code - 154