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"
8. 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).
9. 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)

Punch Properties	
Full Name	MICHELLE WESTLEY
Punch Time	00:00 hh:mm (Military time only.)
Punch Date	5/13/2014
Round Punch	☐
Transfer Dept	☐
Punch Type	NORMAL ∨
Department	500 - Business Office Secretary [500151] ∨
In/Out	AUTO ∨

Box Elder School District - Time Punch - Qqest Time...

Notes (150 chars left)

Submit

enter Punch Time: round to nearest quarter hour or click Round Punch

enter Date

if applicable select another dept

note any comments

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)

T◌ Box Elder School District - Add Absence -... ⬓ ⬒ ✕		
Enter Absence		
Name	MICHELLE WESTLEY	
Hire Date	7/27/1998	
Date(s)	● 5/13/2014 📷 ○ ⬚ 📷 - ⬚ 📷	enter absence date(s)
Hours	● 8 Ex: 8 ○ ⬚ - ⬚ Ex: 08:00 - 15:00 ○ **Based on Schedule Rule Absence Hours** (Only for Scheduled Days)	enter number of hours or times
Type	Comp Time Off ▾ *Accrual Policy:* Comp Time *Available Balance:* 0	select absence type
Department	500 - Business Office Secretary [500151] ▾ 🗎	
Notes *(200 chars left)*		
⬚	note any comments	
Enter	click enter	

Enter Employee Schedules

Schedule tab

Create Schedule option (line below the Schedule   tab)

Schedule Type: Simple Schedule

Date Range: enter/select dates   click [] Override Existing Schedule if one exists

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 <u>Cook</u> - 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 <u>Custodian</u> - 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 <u>Secretary</u> - 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**