



TimeClock Plus Employee Training

> University System of Georgia
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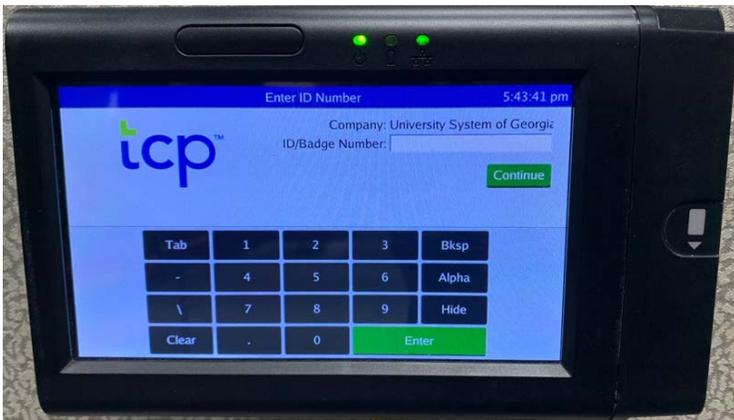
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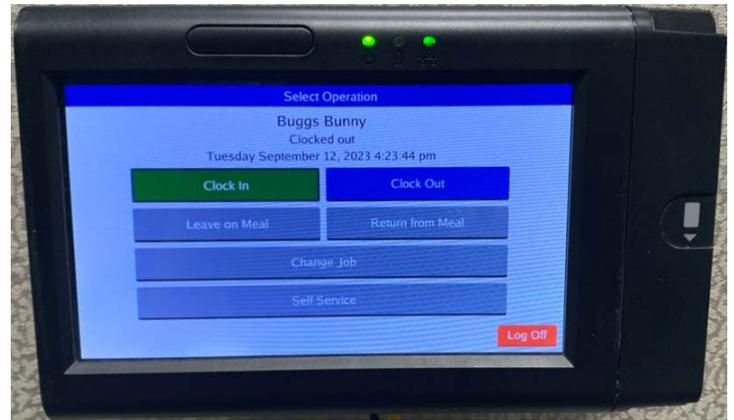
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Home Screen



Employee Log-in Screen



Employee Operations Training

Employee Clock Operations

When performing clock operations, the employee will enter their ID number and select the correct clock operation. Employees will perform the below clock operations as necessary. **If the clock has quick punch enabled the steps to select the operation will be skipped.**

Clock Operations (Biometric and Badge)

This requires the clock to be set up with badge reading rules and the employee must have a badge number assigned. The employee must have enrolled a fingerprint.

Clock In Operation (Biometric and Badge)

This will be used to begin tracking time at the start of a segment of work.

- Enter Employee ID Number, or swipe badge at clock.
- Scan Fingerprint.
- Select Clock In.
- Select any jobs available to you.
- Select Continue to finish the operation.

Clock Out Operation (Biometric and Badge)

This will be used to end a segment of work for the day.

- Enter Employee ID Number, or swipe badge at clock.
- Scan Fingerprint.
- Select Clock Out
- Enter Tips is applicable.
- Select Continue to finish the operation.

Missed Punch Operation (Biometric and Badge)

This will be performed if the same punch has been performed consecutively (clock in into clock in, clock out into clock out). This can create a punch for the missing operation.

- Enter Employee ID Number, or swipe badge at clock.
- Scan Fingerprint.
- Selected Missed In/Out Operation
- Review the Missed Punch Confirmation screen.
- Review the Operation Confirmation screen.
- Select Continue.

- Continue the in/out operations mentioned in the steps above.
- Review the Missed Punch Summary Screen.
- Select Continue to finish the operation.

Clock Operations (Badge)

This requires the clock to be set up with badge reading rules and the employee must have a badge number assigned.

Clock In Operation (Badge)

This will be used to begin tracking time at the start of a segment of work.

- Enter Employee ID Number, or swipe badge at clock.
- Select Clock In.
- Select any jobs available to you.
- Select Continue to finish the operation.

Clock Out Operation (Badge)

This will be used to end a segment of work for the day.

- Enter Employee ID Number, or swipe badge at clock.
- Select Clock Out
- Enter Tips is applicable.
- Select Continue to finish the operation.

Missed Punch Operation (Badge)

This will be performed if the same punch has been performed consecutively (clock in into clock in, clock out into clock out). This can create a punch for the missing operation.

- Enter Employee ID Number, or swipe badge at clock.
- Selected Missed In/Out Operation
- Review the Missed Punch Confirmation screen.
- Review the Operation Confirmation screen.
- Select Continue.
- Continue the in/out operations mentioned in the steps above.
- Review the Missed Punch Summary Screen.
- Select Continue to finish the operation.

Clock Operations (With PIN)

This requires the clock to be set up with badge reading rules and employees must have a PIN and badge number assigned.

Clock In Operation (With PIN)

This will be used to begin tracking time at the start of a segment of work.

- Enter Employee ID Number, or swipe badge at clock.
- Enter PIN and select continue,
- Select Clock In.
- Select any jobs available to you.
- Select Continue to finish the operation.

Clock Out Operation (With PIN)

This will be used to end a segment of work for the day.

- Enter Employee ID Number, or swipe badge at clock.
- Enter PIN and select continue,
- Select Clock Out
- Enter Tips is applicable.
- Select Continue to finish the operation.

Missed Punch Operation (With PIN)

This will be performed if the same punch has been performed consecutively (clock in into clock in, clock out into clock out). This can create a punch for the missing operation.

- Enter Employee ID Number, or swipe badge at clock.
- Enter PIN and select continue,
- Selected Missed In/Out Operation
- Review the Missed Punch Confirmation screen.
- Review the Operation Confirmation screen.
- Select Continue.
- Continue the in/out operations mentioned in the steps above.
- Review the Missed Punch Summary Screen.
- Select Continue to finish the operation.