
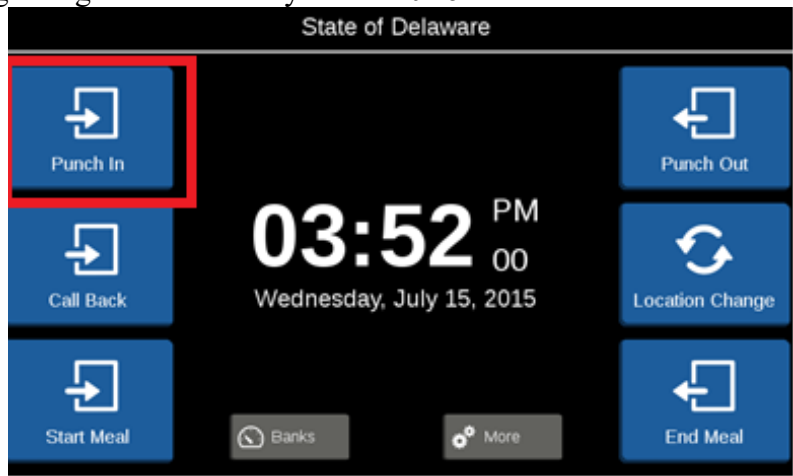
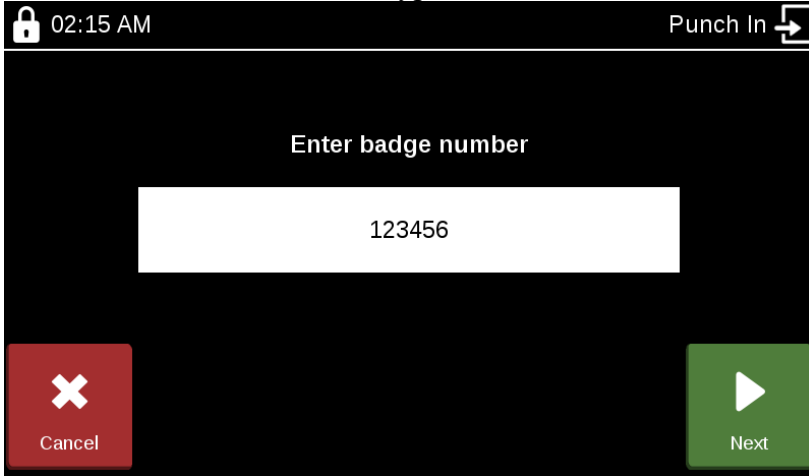


Job Aid 14: Clocking- How to use the Time Clock

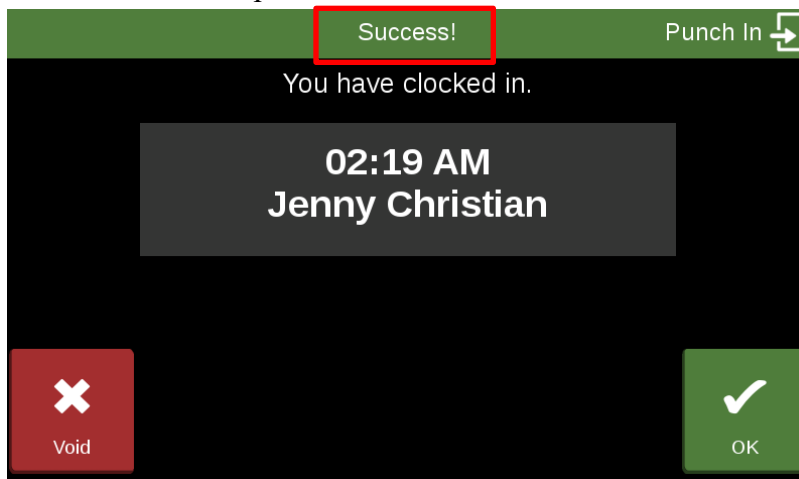
<p>1.</p>	<p><i>EmpCenter 4000</i> is the name of the Time Clock that your agency is using. This Time Clock requires entry of your Employee ID and biometric fingerprint with each transaction.</p> 
<p>2.</p>	<p>To clock in at the beginning of the work day select Punch In.</p> 
<p>3.</p>	<p>Enter your Employee ID number on the numeric keypad and wait for verification.</p> 

4. Next, the clock prompts for the biometric verification fingerprint. The employee will place a finger flat on the reader. The employee will have a maximum of three attempts at a confirmed fingerprint scan.

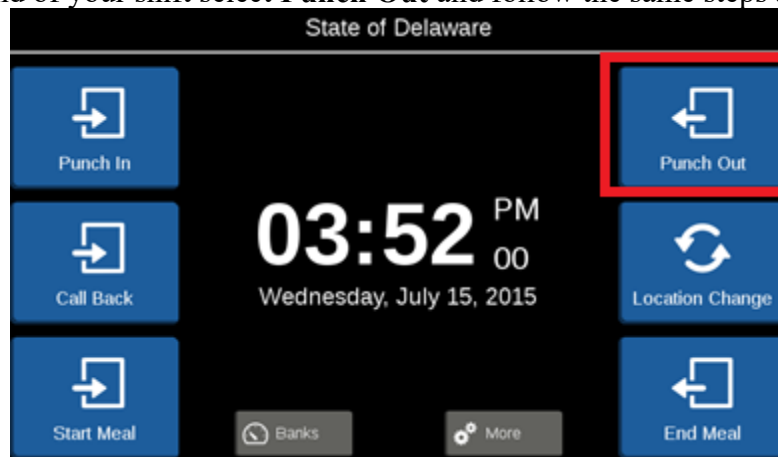
- Fail: “Verification failed” – Transaction failed
- Pass: Proceeds to results screen



5. With each successful clock in and out punch, the results screen will show success.

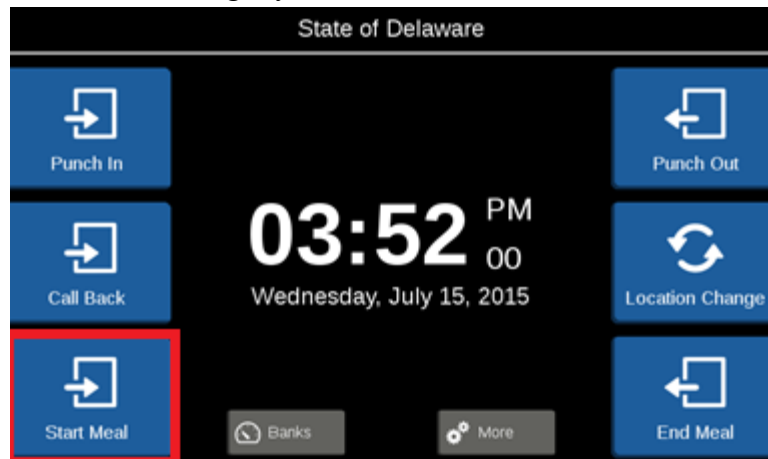


6. To clock out at the end of your shift select **Punch Out** and follow the same steps as Punch In.

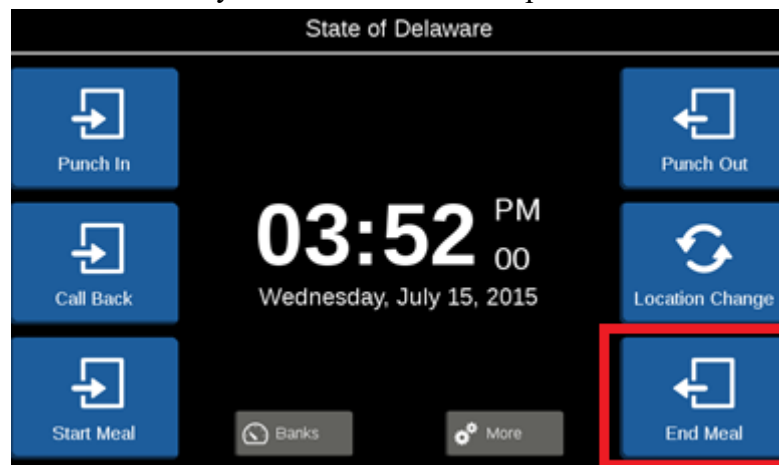


7. Meal breaks are auto deducted after 5 hours; please follow your Hospital's policy on clocking out for meal breaks.

Select **Start Meal** to Punch Out and begin your lunch break.



Select **End Meal** to Punch In when your lunch break is complete.



Note: Some agencies require employees to clock in and out for meals if they are leaving campus grounds.

8. **Important Features:**

- The *EmpCenter 4000* Time Clock is able to record time entry attempts even when there is a loss of power or clocks are offline.
- Users will have an initial profile set up to use the system which will consist of a primary and secondary fingerprint.
- Managers will be able to pull reports to review clock in/out entries including failed attempts to monitor attendance tracking.