WorkForce Time Clock Instructions

To clock “IN” at the clock:
1. Select F1
2. Swipe Badge
3. Scan enrolled finger in the biometric scanner

To clock “OUT” at the clock:
1. Select F2
2. Swipe Badge
3. Scan enrolled finger in the biometric scanner

To transfer to a different Index at the clock: (Only Food Service and Child Development Students can do this)
1. Please note you must follow the instructions to log “IN” first.
2. Wait at least one minute after logging in then Select F6
3. Swipe Badge
4. Scan enrolled finger in the biometric scanner
5. An index number will appear on the screen
   a. Select F8 to advance that index number
   b. Select F4 to look at the previous index number
   c. When you see the index number you want on the screen click on the Enter button

If a student has more than one job they will clock as follows:
1. Select F1 to clock in
2. Swipe Badge
3. Scan enrolled finger in the biometric scanner
4. The screen will then show your first job
   a. Select F8 to go show your next job
   b. Select F4 to show the previous job
   c. Once the correct job is showing on the screen click on the Enter button
5. To clock out of the first job
   a. Select F2 to clock out
   b. Swipe badge and show biometric finger print.
   c. Note if you select F1 and clock in to a different job, it will automatically log you out of the first job.