



### CLOCK IN

1. Tap **Punch In** on the clock screen **OR** press **In** on the keypad.



2. Swipe your Cornell ID card **OR** enter your Employee ID number and press **Enter** on the keypad.



3. If you work more than one job, you will see a list of jobs. Use the **Up** and **Down** arrows to navigate, highlighting the correct position for that shift. Then tap **Select** to select the job.
4. A confirmation message indicating a successful punch will display showing your name, Position ID, Job Title and current time.

### CLOCK OUT

1. Tap **Punch OUT** on the screen **OR** press **Out.** on the keypad



2. Swipe your Cornell ID card **OR** enter your Employee ID number and press **Enter** on the keypad. You will see a message indicating that you have successfully clocked out.

### CLOCK OUT FOR MEAL BREAK

You must clock out for meal break(s) for a minimum of 30 minutes to comply with New York State regulations and [Cornell policy](#) (unless it is a 20 minute second meal or otherwise specified in your union contract) in the following situations:

- If you work more than six hours and it includes the period between 11 a.m. and 2 p.m.
- If you work a shift that begins before 11:00 a.m. and continues later than 7 p.m., you must take an additional meal period of at least 20 minutes between 5 p.m. and 7 p.m.
- If you work more than six hours and it is in the period between 1 p.m. and 6 a.m.

To clock out for a meal break:

1. Tap **Meal Start** on the screen **OR** press **Meal St.** on the keypad
2. Swipe your Cornell ID card **OR** enter your Employee ID number and press **Enter** on the keypad. You will see a message indicating that you have successfully clocked out for meal.





### CLOCK IN FROM MEAL BREAK

1. At the end of the meal break, clock in by tapping **Punch In** on the screen **OR** press **In** on the keypad. (Do not use Meal End on the keypad, it will not work.)
2. To continue, you will follow the instructions from the **CLOCK IN** section of this document.

### MESSAGES FOR SHORT MEAL BREAKS

Any break shorter than 30 minutes will bring up a new screen on the clock telling how long the break has been.

- If this break is your first break of the day it needs to be 30 minutes, tap **Continue meal break OR Back** to go back to your meal time. When the full meal time has passed, return to the clock to **Punch In**.
  - If this break is your second break of the day then your break must be 20 minutes. If you have completed your required 20 minutes tap **Early return from break** and the **Punch In** action will be completed.
- 1) If you were required by your supervisor to return to work, press **Early return from break**.

### TRANSFER FROM ONE JOB TO ANOTHER

**ONLY USE** when already punched into one position and you need to work in a different position with no break or meal in between.

To do this:

1. At the end of your current shift, instead of tapping **Punch Out** or pressing **Out**, tap **Transfer** on the clock screen.



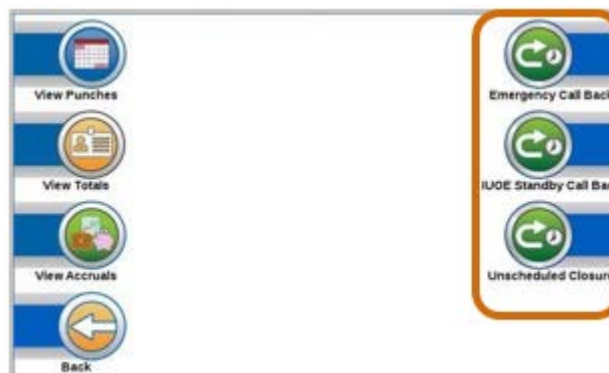
2. Swipe your Cornell ID card **OR** Enter your employee ID number and press **Enter** using the keypad. You will see the list of jobs that you work.

3. Tap the **Up** or **Down** arrows on the screen to navigate and highlight the correct job you are transferring into. Then, tap **Select** to select the job.
4. A confirmation message indicating a successfully punch job will display showing your name, Position ID, Job Title and current time.

### CLOCK IN WITH SPECIALITY CODES

You will use the special codes highlighted in the image below only when directed by your pay rep in unusual work situations. The IUOE Standby Callback button will be used by IUOE Union employees only. To clock in with a special code:

1. Tap **Employee** on the home screen **OR** press **Employee** on the keypad.



2. Tap the option based on your situation to clock in. The rest of the instructions are the same as **CLOCK IN**.



## VIEWING PUNCHES

You can view a record of your punches on a specific clock for the current and previous pay period.

1. Tap **Employee** on the clock touch screen and then **View Punches**.
2. Swipe your Cornell ID card **OR** enter your Employee ID number and press **Enter** using the keypad.



## VIEWING TOTALS

You can view the total hours for the pay period at the clock.

1. Tap **Employee** on the clock touch screen and then **View Punches**.
2. Swipe your Cornell ID card **OR** enter your Employee ID number and press **Enter** using the keypad.



## VIEWING ACCRUALS

You can view your Workday time off accruals as of the last completed pay period on the clock.

1. Tap **Employee** on the clock touch screen, and then tap **View Accruals**.
2. Swipe your Cornell ID card **OR** enter your Employee ID number and press **Enter** using the keypad. The accruals will display on the screen.
3. Tap the **Back** button to return to the main screen.

**Have Questions?** [See how you can contact your Pay Rep.](#)