CLOCK IN

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

2. Swipe your Cornell ID card **OR** Enter your Employee ID number using the keypad. If you work more than one job, you will see a list of jobs.

3. Use the **Up** and **Down** arrows on the touch pad screen to navigate and select the correct position for that shift.

4. A confirmation message indicating a successfully punch will display showing your name, Position ID, Business Title and current time displays.

CLOCK OUT

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

2. Swipe your Cornell ID card **OR** Enter your Employee ID number. 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 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 clock touch screen **OR** On the keypad press Meal St.

2. Swipe your Cornell ID card **OR** Enter your Employee ID number. 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 clock touch screen **OR** On the keypad press In.

2. To continue you will follow the instructions from the **CLOCK IN** section of this document.

TRANSFER FROM ONE JOB TO ANOTHER

**ONLY USE** when while working in one position, you need to change directly to a different position with no break or meal in between. To do this:

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

Have questions? Please contact your local Pay Rep (add link here).
2. Swipe your Cornell ID card OR Enter your employee ID number. You will see the list of jobs that you work.

3. Use the Up and Down arrows on the touch pad screen to navigate and select the correct job you are transferring into.

4. A confirmation message indicating a successfully punch job will display showing your name, Position ID, Business Title and current time displays.

CLOCK IN WITH SPECIALITY CODES

You will use the special codes in one of the following unusual work situations.

- Emergency Call Back (Full time staff only)
- IUOE Standby Callback (IUOE Union only)
- Holiday Worked (select unions only have two non-default holiday options)
- Unscheduled Closure (Full time staff only)

To clock in with a special code:

1. Tap Employee on the clock touch screen OR On the keypad press Employee.
2. Select the button based on your situation to clock in. The rest of the instructions are the same as CLOCK IN.

VIEWING ACCRUALS

Your time off accruals you have earned can be viewed 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. The accruals will display on the screen.
3. Tap the Back button to return to the main screen.

VIEWING TIMECARD

Your timecard for the current and previous pay period can be viewed on the clock.

1. Tap Employee on the clock touch screen and then Timecard.
2. Swipe your Cornell ID card OR enter your Employee ID number. You will see the summarized timecard for the current pay period as in example below.

You can press the Previous button to navigate to the previous pay period.

Have questions? Please contact your local Pay Rep (add link here).