

# Employee Time Clock Punch Procedure

## PUNCH IN/PUNCH OUT

- Swipe your card in the groove on the right to punch. (1 beep). The screen displays “Punch Accepted” and your first name.
- If you do not have your card, type in your Kent State ID number (Banner ID).
- Do not swipe again for at least 60 seconds. If you do, you will hear 4 warning beeps and see a warning message on the screen.

## SPECIAL FUNCTIONS

### JOB TRANSFER – F1 KEY – USE AS DIRECTED BY SUPERVISOR

1. Punch in.
2. Press the F1 key.
3. The clock will ask for the Badge number. Swipe your card or key in the ID number.
4. A prompt for the job code appears.
5. Type the position number (6 digit position+2 digit suffix).
6. A ‘transfer accepted’ prompt will appear.

### SITE TRANSFER – F2 KEY – USE AS DIRECTED BY SUPERVISOR

1. Punch in.
2. Press the F2 key.
3. The clock will ask for the Badge number.  
Swipe your card or key in the ID number.
4. A prompt for the site code will appear.
5. Type the 3-digit site code number.
6. A ‘transfer accepted’ prompt will appear.

### VIEW LAST PUNCH - F4 KEY

1. Punch in.
2. Press the F4 key.
3. A prompt asks for the badge number to get the last punch. Swipe your card or key in the ID number.
4. The screen will display the last punch.



**Note: The time clock does not print receipts.**