InTouch® Time Terminal with Biometric - Employees
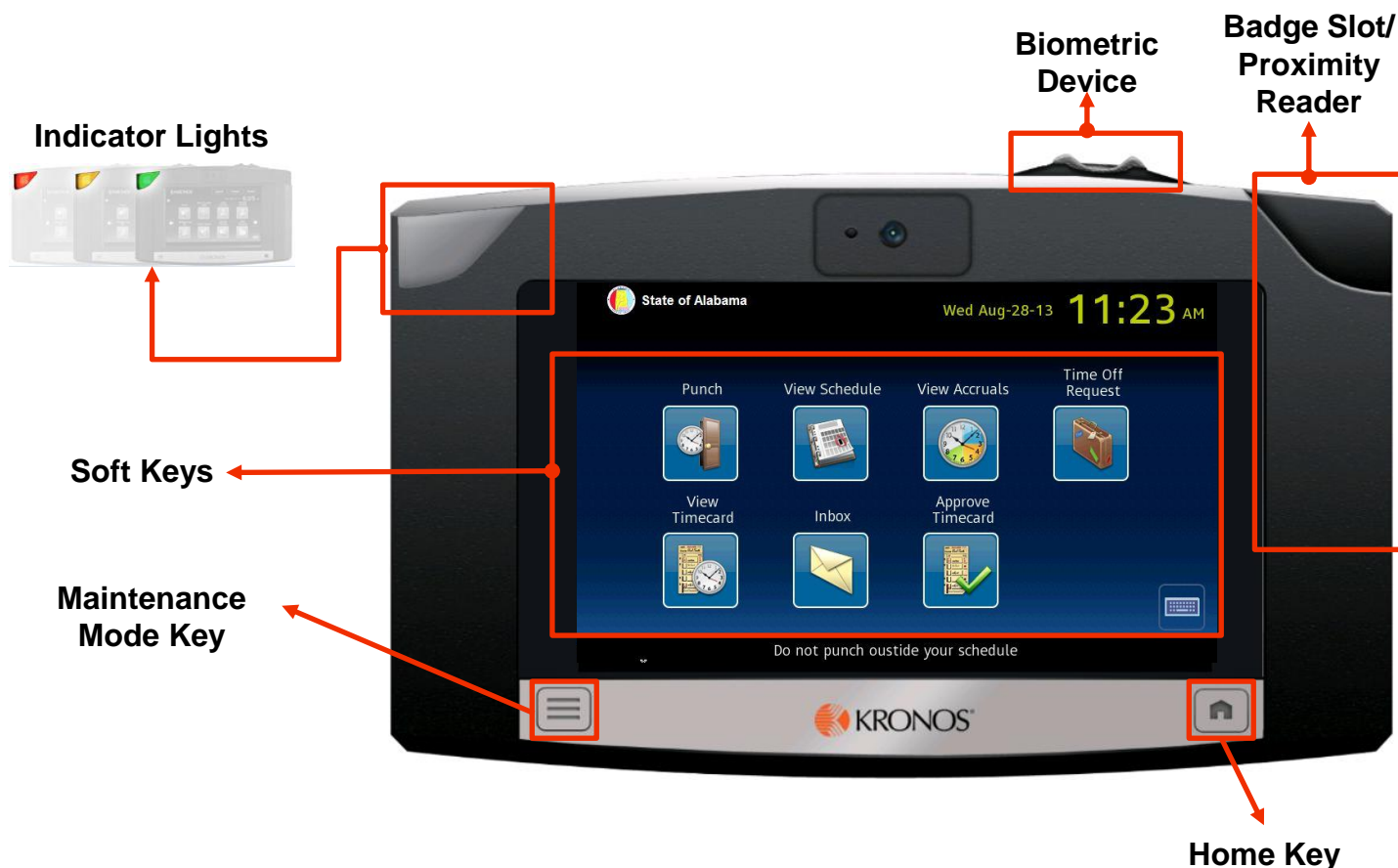
1 On the screen, touch **Punch**.

2 Position the first joint of your finger against the ridge lock.

3 Place your finger on the sensor.

4 If the punch is successful, the indicator light flashes green. If device sound is configured, you will also hear a tone.

If the punch is rejected, the indicator light flashes red. If device sound is configured, you will also hear a tone. Look for an error message on the terminal display.

If needed, the Employee ID/Badge number may be entered using the keypad.

Biometric Device

Badge Slot/ Proximity Reader

Indicator Lights

Soft Keys

Maintenance Mode Key

Home Key

How to Use Soft Keys

To use a soft key:

1 On the screen, touch the soft key that you want to use. Based on the soft key selected, you may be prompted to enter or accept information.

2 To enter information, follow the instructions on the InTouch screen. To accept information, press Enter. Use the keypad to enter your Employee ID/Badge number.

Available Soft Keys

1 **Punch** – used to record time in and out.

2 **View Schedule** – view your work schedule.

3 **View Accruals** – view your accrual balances.

4 **Time Off Request** – submit time off requests.

5 **View Timecard** – view your timecard.

6 **Inbox** – view messages in your Inbox.

7 **Approve Timecard** – submit timecard approvals.

8 **Manager Mode Key** – used by manager to enroll employees.