Scheduled and Unscheduled
Paid Time Off (PTO)
Non-Productive Entry

1. Press NP.
2. Quickly swipe badge (barcode label facing outward).
3. At the “Enter MM/DD/YY” prompt, enter the date and press ENTER.
4. At the “Enter Pay Code” prompt, enter the numeric code for the type of hours and press ENTER.
5. At the “Enter Hours HH.HH” prompt, enter the number of hours and press ENTER. (Example: 800 for 8 hours)
6. At the “Enter Start Time” prompt, enter the start time of your shift and press ENTER. (Example: 0700 for 7am or 1530 for 3:30pm)
7. At the “Enter Department Number” prompt, unless instructed by your supervisor to enter an alternate department number press ENTER.

The “DATA ACCEPTED” message appears indicating the entry was recorded.

If a data entry error occurs prior to the entry being recorded, press the CLR (clear button) to delete the transaction and re-enter it.

Important: PTO for a specific pay period must be entered at the badge reader prior to the last Saturday of the pay period during which the time is taken. Also, PTO can be entered up to 3 months in advance.
[Normal Operations – Non Callback]

To Clock IN or OUT:
1. Quickly swipe badge (barcode label facing outward).
   You will hear a beep and the “Valid” light will turn green.
2. Press R to complete the entry.
   The badge reader will say and display “Data Accepted”.

[Department Change]

1. Quickly swipe badge (barcode label facing outward).
   You will hear a beep and the “Valid” light will turn green.
2. Press ENTER until “Enter Department Number” appears.
3. Enter the Dept/Cost Center Number (do not enter leading zero) and then press ENTER.
4. Press R to complete the entry.

Important: If you are transferring from an alternate department back to your home department, you may need only swipe once and enter your home information; this swipe will badge you out of the alternate department and back in to your home department.

[Position Change]

1. Quickly swipe badge (barcode label facing outward).
   You will hear a beep and the “Valid” light will turn green.
2. Press ENTER until “Enter Position Number” appears.
3. Enter the Position Number you will be working in (either 2 or 3) and then press ENTER.
   The badge will say and display “Data Accepted”.

[Employee Self-Service]

1. Press i.
   The display changes to “Employee Data Please Swipe Badge”.
2. Quickly swipe badge (barcode label facing outward).
   “Employee Self Service” appears.
3. Select the desired option from the available menu items listed on the screen.
4. Press Exit when complete.

Note: The Self-Service option is not available during the peak shift change times of:
- 06:00-08:00 (6AM-8AM)
- 14:00-16:00 (2PM-4PM)
- 18:00-20:00 (6PM-8PM)
- 22:00-00:00 (10PM-midnight)

[Call-Back, Training, and Orientation – Special Codes]

Special codes are entered at the badge reader when swiping in and/or out.
1. Quickly swipe badge (barcode label facing outward).
   You will hear a beep and the “Valid” light will turn green.
2. Press appropriate Special Code Hot Key (keys to the left of the keypad) and then press ENTER.
3. Press R to complete the entry.

Note: Hot Keys can be used in place of manually entering special codes at the special code prompt.

[Manual Special Code Entry]

Up to five different special codes may be recorded with each entry. The “Enter Special Code #” prompt repeats for additional entries.
1. Quickly swipe badge (barcode label facing outward).
2. At the “Special Code 1” prompt, enter the 1st code and press ENTER.
3. Press R key to complete the entries.

If additional special codes are being entered, at the “Special Code 2” prompt, enter the 2nd code. Press ENTER to recode the 2nd code, etc.