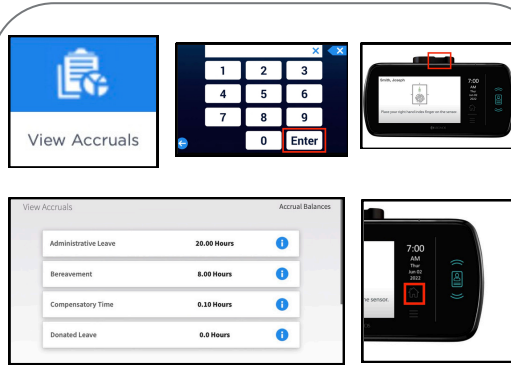


CLOCK IN / OUT



1. Tap **Punch In/Punch Out**.
2. Enter your **Banner ID Number** and tap **Enter**.
3. Place your registered finger on the finger scanner at the top of the clock.
4. A screen stating your punch was successful will appear.

VIEW ACCRUALS



1. Tap **View Accruals**.
2. Enter your **Banner ID Number** and tap **Enter**.
3. Place your registered finger on the finger scanner at the top of the clock.
4. Your accrual information will appear.
5. Use the your **Finger** to scroll through the accrual amounts.
6. Tap the **Home** button on the clock to exit the screen.

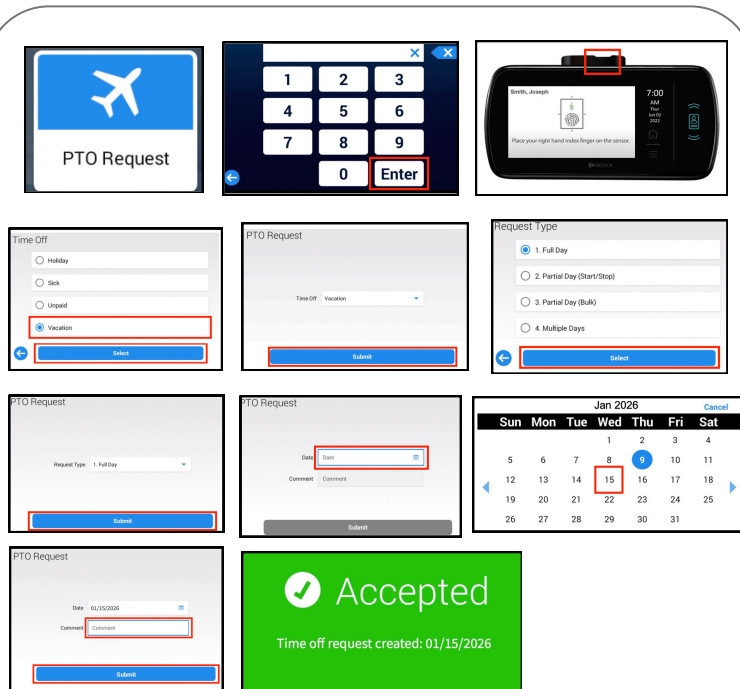
Accruals are shown as of the last pay period.

VIEW TIME OFF REQUESTS



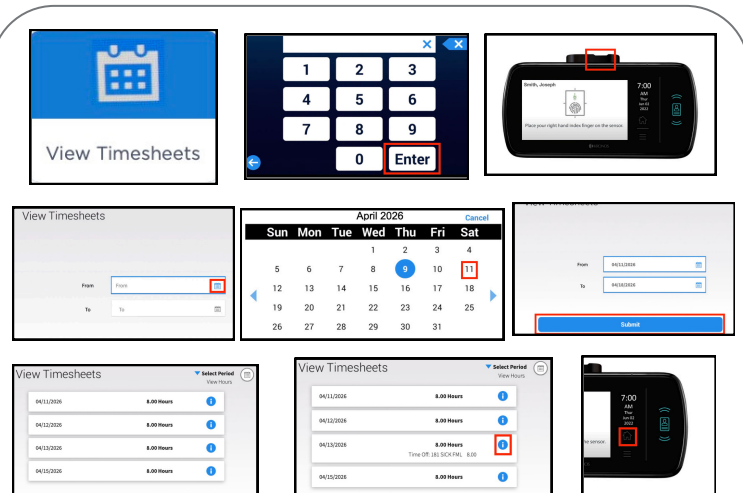
1. Tap **View Time Off Requests**.
2. Enter your **Banner ID Number** and tap **Enter**.
3. Place your registered finger on the finger scanner at the top of the clock.
4. Your time off requests will appear.
5. Tap a **Request** to view the request status.
6. Tap the **Blue Information Circle** to get more details.
7. Tap the **Home** button on the clock to exit the screen.

REQUEST TIME OFF



1. Tap the **PTO Request** Button.
2. Enter your **Banner ID Number** using the numerical keypad and tap **Enter**.
3. Place your registered finger on the finger scanner at the top of the clock.
4. Choose the type of time off needed, then tap **Select**.
5. Confirm the type of time off needed and tap **Submit**.
6. Choose the duration of time off needed and tap **Select**.
7. Tap **Date** to choose the day(s) needed off.
8. Tap the **Days(s)** needed off.
9. Confirm the day(s) and tap **Comment** to add a comment, then tap **Submit**.
10. A screen stating your time off request was created will appear.

VIEW TIMESHEETS



1. Tap **View Timesheets**.
2. Enter your **Banner ID Number** and tap **Enter**.
3. Place your registered finger on the finger scanner at the top of the clock.
4. Tap the **Calendar** in the from field to choose the start date.
5. Tap the first **Date** of the date range.
6. Repeat the process to choose an end date using the **Calendar** in the To field.
7. Tap **Submit**.
8. Your timesheet will display for those dates. Scroll down with your **Finger** to see more. Tap the **Blue Information Circle** to get details for that date.
9. Tap the **Home** button on the clock to exit the screen.

1. Tap **Punch In/Out**.
2. Enter your **Banner ID Number** and tap **Enter**.
3. When the clock displays the Biometric Enroll Consent agreement, tap the **Down Arrow** to read the full agreement.
4. When you are done, tap **Accept**.
5. Select the primary finger to enroll by tapping on the **Plus Sign** located on the desired finger.
6. The clock will prompt you to place your selected finger in the center of the scanner located on the top of the clock. Follow the prompts and place your finger on the sensor 3 times, using a lift-and-place motion each time.
7. The clock will display "Capture Completed" and display your finger scan quality score.
8. Tap the **Screen**. The clock will prompt you to confirm your finger scan. Place your designated finger on the scanner again.
9. The success message will display when enrollment is complete.
10. Tap the **Screen**.
11. Tap the **Arrow Left** to return to the main clock screen.



Punch In/Out

