Overview

Indicator Lights

Badge Slot

Navigation Key　　　　**Employee Soft Keys**　　　　**Home Key**

Using the Soft Keys

The InTouch clock displays your Employee related tasks. To use a soft key, do the following:

1. On the screen, touch the applicable soft key. Regardless of the soft key, you need to swipe your badge before proceeding.

2. Follow the instructions when prompted. To accept information, touch **Enter**.

Common Error Messages

Error 01-1: Error reading badge
You may not have swiped properly. Try again. If you get the same message, see your Manager

Error 04-1: Rejected
You have already successfully swiped. If you are attempting to enter another punch, not enough time has gone by since entering the previous punch. Wait a moment or two, then try again.

Error 06-2: Unknown home employee
You may be a new hire and your information has not yet been sent to the clock. You may have recently replaced your badge and the new information has not yet been sent to the clock. given a new badge. See your Manager

Punching In/Out

1. To punch in/out, swipe your **Badge** in the badge slot.

Note:
- *The screen displays the captured punch time.*
- *The indicator light flashes green if punch was successfully captured.*

Viewing Your Information

You can view your Timecard, Schedule, and Accruals information.

1. Press the applicable soft key.
2. Swipe your **Badge** in the badge slot.
3. Review the information on the screen. Press the **Home** key when finished.

Approving Timecard

Use the Approve Timecard softkey to review and approve the timecard for a specific pay period. You can also use this transaction to revert an approved timecard to its unapproved state.

1. Tap **Approve Timecard**.
2. Swipe your **Badge** in the badge slot.
3. Scroll through timecard and select the **Pay Period** you wish to approve.
4. Tap **Submit**.
5. When the timecard entries are displayed, tap **Approve** or **Remove Approval** as needed.

Transferring to a Different Job

Use the Choose Job soft key when transferring to a different Job.

1. Press the **Choose Job** soft key.
2. Swipe your **Badge** in the badge slot.
3. Press the applicable **Job**.
4. Verify the Job Transfer was **Accepted**.

Note:
- *To punch out, swipe your badge.*
- *To perform multiple transfers during your shift, follow the above steps.*

Requesting Time Off

1. Press the **Request Time Off** soft key.
2. Swipe your **Badge** in the badge slot.
3. Select the **Leave Type** (i.e. Vacation pay code).
4. Select the **From Date**.
5. Select the **To Date**.
6. Enter the number of hours of time off for each day.
7. Tap **Submit**.