Time Collection Quick Reference Guide

Clocking In

- Hold your NCSU ID badge within a few inches of the ID reader.
  - **Note:** The screen will briefly display employee information associated with the badge then provide screen options to select.

- Touch the “Job Clock In” key on the left side of the screen display to clock in.
  - **Note:** If you work multiple jobs you will have to select the scheduled job activity before clocking in.
- Always follow the onscreen or guide by light instructions.

Clocking Out

- Hold your NCSU ID badge within a few inches of the ID reader.
- Touch the “Job Clock Out” key on the left side of the screen display to clock out.
- Always follow the onscreen or guide by light instructions.

Exception Notification

If for any reason you are unable to access the clock, **notify your manager immediately and report the issue.** Please note any errors or screen messages. Also check with your manager for alternative Time Collection Devices (TCD) to punch In/Out.