# TimeClock Plus Punching Guide

## Punching at the Clock

1. Swipe your Campus ID through right side slot face up as indicated on the clock (so mag strip is being read)
2. Select "Clock In" on the *Select Operation Screen*
3. Choose correct task and click "Continue"
4. If clock in is successful you will see: "Clock in operation successful" and a green check
5. To clock out, swipe Campus ID and select "Clock Out" on the *Select Operation Screen*
6. If clock out was successful you will see: "Clock out operation successful" and a green check

## Entering Missed Punch at the Clock

**If you are missing a punch at the clock, you will not be allowed to punch again until you manually enter the missed punch.**

1. If you missed a prior punch the *Missed Clock Out/In* screen will appear and you will be asked if you would like to punch manually, press "Continue"
2. Review the time and date on the *Summary (Missed Clock Out/In) screen* for accuracy and press "Continue" to manually enter the missed punch
3. Choose the correct time and date for the missed punch and press "Ok"
4. Choose the correct task and click "Continue"
5. If the manual punch was successful you will see: "Clock out/in operation successful"

## Changing a Task at the Clock

1. If you are currently punched in and need to change your task, swipe your badge at the clock
2. Choose "Change Task"
3. Choose the correct task and click "Continue"
4. If the change was successful you will see "Change Task operation successful"

## Changing a Work Order at the Clock

1. If you are currently punched in and need to change a work order, swipe your badge at the clock
2. Choose "Change Work Order"
3. Using the "Next" button, scroll to the correct work order and select
4. If the change was successful you will see "Change Work Order operation successful"