



## Time & Attendance Time clock Instructions

### Non-Exempt Employees

Non-Exempt employees will press “In” (function key F1) on the key pad. Employees will be prompted on the time clock screen to “enter badge number”. At this time the employees will swipe either their employee ID badge on the time clock or enter their employee ID number. ([Employees can locate their ID numbers on their COAs](#)).

Employees will then be prompted to place a finger on the biometric scanner. Non-Exempt employees will perform the following functions at the time clock daily.

**(F1) start of their work schedule**

**(F2) start of meal period**

**(F6) returning from a meal period and**

**(F5) at the end of their work day**



*Note: All employees must use the same finger each time when using the biometric scanner at the time clock.*

**Important Notice:** If the transaction fails perform the steps again. If you continue to experience issues after the second failed attempt, please go to another time clock terminal to perform the steps again. If you continue to experience issues please contact your IT help desk.

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### Exempt Employees

All Exempt employees will press “In” (function key F1) on the key pad. Employees will be prompted on the time clock screen to “enter the badge number”. At this time the employees will either swipe their employee ID badge on the time clock or enter their employee ID number. ([Employees can locate their ID numbers on their COAs](#)).

Employees will then be prompted to place a finger on the biometric scanner.

Exempt employees will perform these functions at the time clock daily at the start of their work schedule (F1).

**Exception:** If exempt employees start their work schedule at a non-CCC location, they must access the WebClock in order to record their attendance.