

# Job Aid:

## Workday setup for Timeclock

### Workday setup requirements

- Ensure that all workers that need to access the timeclocks have the following job category on their job profile:
  - Time Clock – Time clock worker.
  - Time Clock Manager – Manager or Timekeeper. This will enable the Supervisor Punch function in the timeclock.
  - Time Clock Summer – Used for Time Clock workers for summer accrual.

Job Category

Company Insider Type

Referral Payment Plan

Work Shift Required

Inactive

Public Job

Search

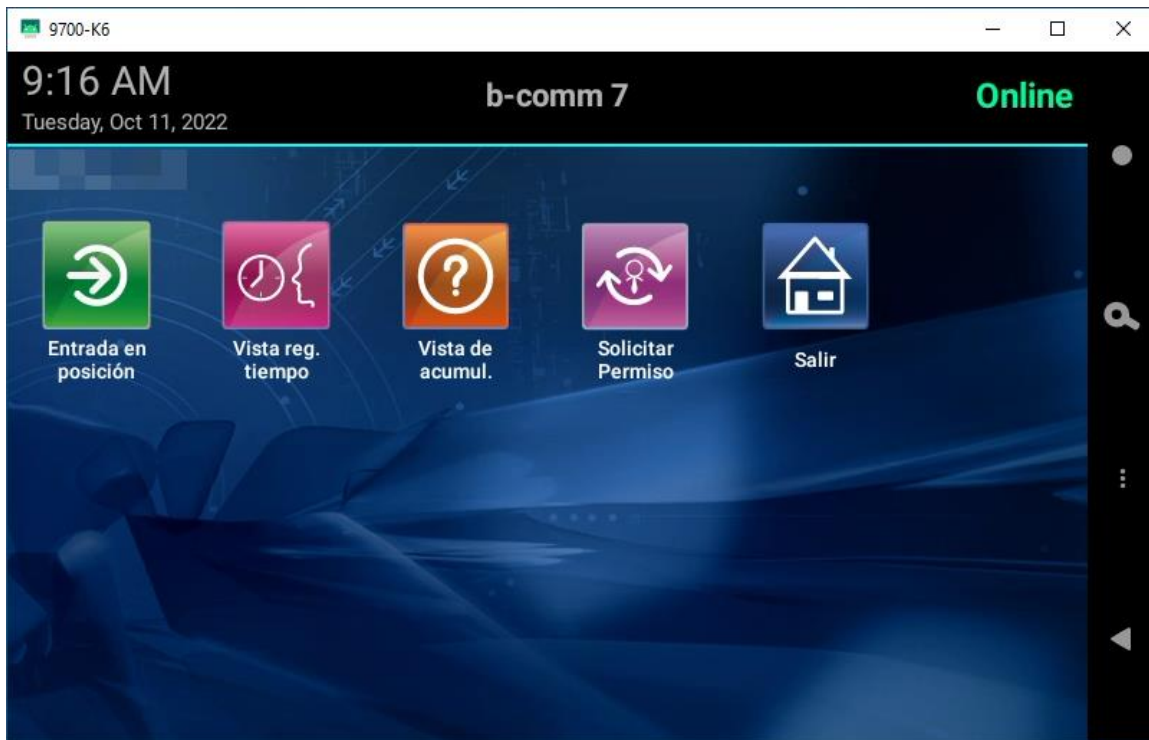
☐ Non Time Clock
 ☐ Non Time Clock Summer
 ☐ SHACS 16
 ☒ Time Clock
 ☐ Time Clock Manager
 ☐ Time Clock Summer

- For workers that prefer the time clock to be displayed in Spanish, set the Language Preference in the Other ID's in Workday to "Spanish". The labels on the timeclock that the worker logs into will be displayed in Spanish.
  - Note: This field is free text and must be typed in. If misspelled, timeclock will not display in Spanish for worker.

### Edit Other IDs

Other IDs 7 items

	*Other ID Type	Organization	Description	Identification #	Issued Date	Expir
+	Language Preference			Spanish	MM/DD/YYYY	MM
-	Campus Network ID					
-	GUID					



- For colleges that required “Terminal Filtration”, set the “B-COMM Terminal Filtration” from the Edit Other IDs task in Workday to the terminal the worker should **only** have access to. Once this value is set, the worker will only have access to the one terminal specified.

#### Edit Other IDs

Other IDs: 7 items

+	*Other ID Type	Organization	Description	Identification #	Issued Date	E
⊖	Language Preference				MM/DD/YYYY	
⊖	Campus Network ID					
⊖	GUID					
⊖	UltiPro ID					
⊖	CX ID					
⊖	Badge ID					
⊖	B-COMM Terminal Filtration			POM-Housekeeping		