

Time Clock Users: How to Use Dormakaba Time Clock

Timeclock

• Logon screen. A badge number will only be needed to be entered if the employee doesn't have their badge. Otherwise, the employee will login by swiping their badge.

🔤 9700-Кб				- 🗆	×
2:35 PM Wednesday, Sep 28, 2022	b-co	mm 7		Online	
	Badge Num				۲
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7	8	9	×		•
	0		Ø		

The main menu will be displayed after a successful login. • 100-K6 X 2:36 PM b-comm 7 Online Wednesday, Sep 28, 2022 0 a Request Time Off **Clock Into View Punch View Balances View Schedule** Quit Position History

<u>Time Punches</u>

• From the Main Menu select Clock Into Position. The worker will then have the option to select the position to clock into. Select the position, and then select save.



• Successful Clock In will display a Welcome Message. Note, if using the Workday Schedule, a Warning Message will display if the worker clocks in/out 15 minutes after/before their scheduled time.

9700-K6		<u>200</u> 9		×	
2:37 PM Wednesday, Sep 2	b-comm 7	Onl	ine		
Clock Into F	Position			•	
Position	WARNING	*		م	
	Welcome C (Clock Into Position Succeeded Warning : Late Punch)				
	ок			:	
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• After clocking in, the main menu will change for the worker to either "Clock Out" or "Meal Start". To clock out for a meal break, select "Meal Start".



• A confirmation message indicating the start of the meal will be shown.

9700-K6		- 0	×	
2:38 PM Wednesday, Sep 28,	2022 b-comm 7	Online		
Ð	SUCCESS		•	
Clock Out	Enjoy Your Meal 🦾 a. (Meal Start Successful)	View Schedule	~	
Request Time Off	Quit		:	
			•	

• To back in after a meal, select Meal Stop



• Select Clock Out to clock out for the day.



• A confirmation message will display for clocking out.

/ednesday, Sep		b-comm 7	Online	•
5	WARNING			9
Clock Out.	Good Bye Punch)	. (Clock Out Succeeded Warning : E	arly View Schedule	
Request Time	Quit	ок		:
Off				•

View Time Off Balance

• Select View Balances from the main menu. A screen will display the Time Off Balances the worker is eligible for.

39 PM dnesday, Sep 28, 2022	b	-comm 7	Onlin	e
Balance Code	Description	Year	Balance Value	
SENCE_PLAN-6-112	Vacation (2022	205.380	
SENCE_PLAN-6-141	Sick	2022	112.000	
rsonalTOTO	Personal () 2022	24.000	Q
				:

Request Time Off

- Select "Request Time Off" from the main menu. The Request Time Off Add screen will display with the following fields:
 - Time Off Type Worker can select the time off type being requested.
 - Start Date Start date of the requested time off.
 - \circ End Date End date of the requested time off.
 - \circ Hours Number of hours per day for the requested time off.

2:39 PM Wednesday, Sep 28, 2022	b-comm 7	Online	
Request Time Of	fAdd		
Time Off Type	Bereavement	-	
Start Date	28 Sep 2022	0	
End Date	28 Sep 2022		
Hours	4		
	Save/Continue Menu Quit		(

• Selection of Time Off Type

2:39 PM Wednesday, Sep 28, 2022	b-comm 7	Online
Request Time Off A	.dd	•
Time Off Type	Bereavement	
Start Date	Family Sick	<u>م</u>
End Date	Jury Duty	
Hours	Personal	
	Sick	-
	Vacation	
	Save/Continue Menu Quit	

• Selection of Start or End date.

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Request Ti	2022	(/)// 		Sep	tember	2022		>			•	
ime Off Typ	Wed 28 Sep		м				F 2	S 3	•			
Start Date		4	5	6	7	8	9	10			a,	
nd Date		18	19	20	21	22	23	24				
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						Car	cel	ОК				
	Save/(Continue	Men		Q	uit					•	

• Hours entered.

5700-K6														8 — 3		×	
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Time Off T	уре		Va	cation										-		•	
Start Date			28	Sep 202	22												
End Date			28	Sep 202	22											a	
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🖾 9700-Кб		– 🗆 X
2:40 PM Wednesday, Sep 28, 2022	b-comm 7	Online
Request Time Off	Add	•
Time Off Type	Vacation	•
Start Date	28 Sep 2022	Q
End Date	28 Sep 2022	
Hours	8.0	
	Save/Continue Menu Quit	

• Click Save/Continue to enter in the Requested Time Off. A confirmation message will be displayed. The requested time off will go through the Request Time Off business process in Workday for the appropriate approvals. Note: The manager must communicate to the worker whether the time off is approved/denied. The manager can use the B-Comm Email functionality to the worker of their decision.

📑 9700-Кб		- 🗆 X
2:40 PM Wednesday, Sep 2	b-comm 7	Online
Request Tir	ne Off Add	•
Time Off Type	Vacation	•
Start Date	SUCCESS	۵.
End Date	Time Off (Request Time Off Successful)	
Hours	ок	
	Save/Continue	•

View Punch History

• Selecting View Punch History will display the time entries for a specific date.



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Posting Date	Wed 28 Sep		м							
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2:43 PM /ednesday, Sep 28, 2022	b-comm 7	Onlin	e
Event	Stage	Punch Time Stamp	•
Clock Into Position	Start	2022-09-28 02:37:11 PM	
Meal Start	Start	2022-09-28 02:38:05 PM	
Request Time Off	Elapsed	2022-09-28 02:39:22 PM	Q
Meal Stop	End	2022-09-28 02:40:44 PM	
Meal Start	Start	2022-09-28 02:41:38 PM	
Meal Stop	End	2022-09-28 02:41:49 PM	
Clock Out	End	2022-09-28 02:42:14 PM	

View Schedule



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1:36 PM		b-	com	m 7					0	nline	
Friday, Sep 23, 20	22										
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 9700-к6 1:36 РМ Friday, Sep 23, 202 	22 Schedule Type	b-	com	m 7			Time	8	0	nline	×
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Call Back

• For colleges that required a Call Back time entry type, the worker can select the "Call Back In" button. Doing so will clock in the worker with the Call Back time entry and calculated accordingly in Workday.





• To clock out of Call Back, select "Call Back Out".



🔤 9700-Кб			- 0	×
10:07 PN Wednesday, Oct 2	6, 2022	b-comm 7	Online	
Meal Start	SUCCESS Good Bye	(Call Back Out Successful)	Request Time Off	• d
6		ок		:
	Quit			•

Supervisor Punch

• Managers or Timekeepers can enter a time entry event in the time clock for a worker.



- Enter the following fields at the Supervisor Punch:
 - Person Number Workers Employee ID
 - Punch Date The date for the time entry event.
 - Punch Timestamp The time of the time entry event.
 - Event Time Entry Event (Clock Into Position, Clock Out, Meal Start, Meal Stop)

🖾 9700-K6		- 🗆 X
2:46 PM Wednesday, Sep 28, 2022	b-comm 7	Online
Supervisor Punch		•
Person Number		
Punch Date	28 Sep 2022	a a
Punch Timestamp	02:45 pm	
Event	Ν.	
	Clock Into Position	
	Clock Out	
	Meal Start	◄
	Meal Stop	



• The position selection screen will be displayed if the time clock event "Clock Into Position" is selected.



• A confirmation message is displayed after clicking save.

III 9700-Кб		- 0	×
2:46 PM Wednesday, Sep 28, 2022	b-comm 7	Online	
Suprv Punch In			
Position	ustodial Utility Worker		
SUCCESS			d
Supervisor Clo	ck Into Position Successful for		
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Note: If you have any questions, please contact Payroll at <u>Payroll@cmc.edu</u> or call (909) 607-3356