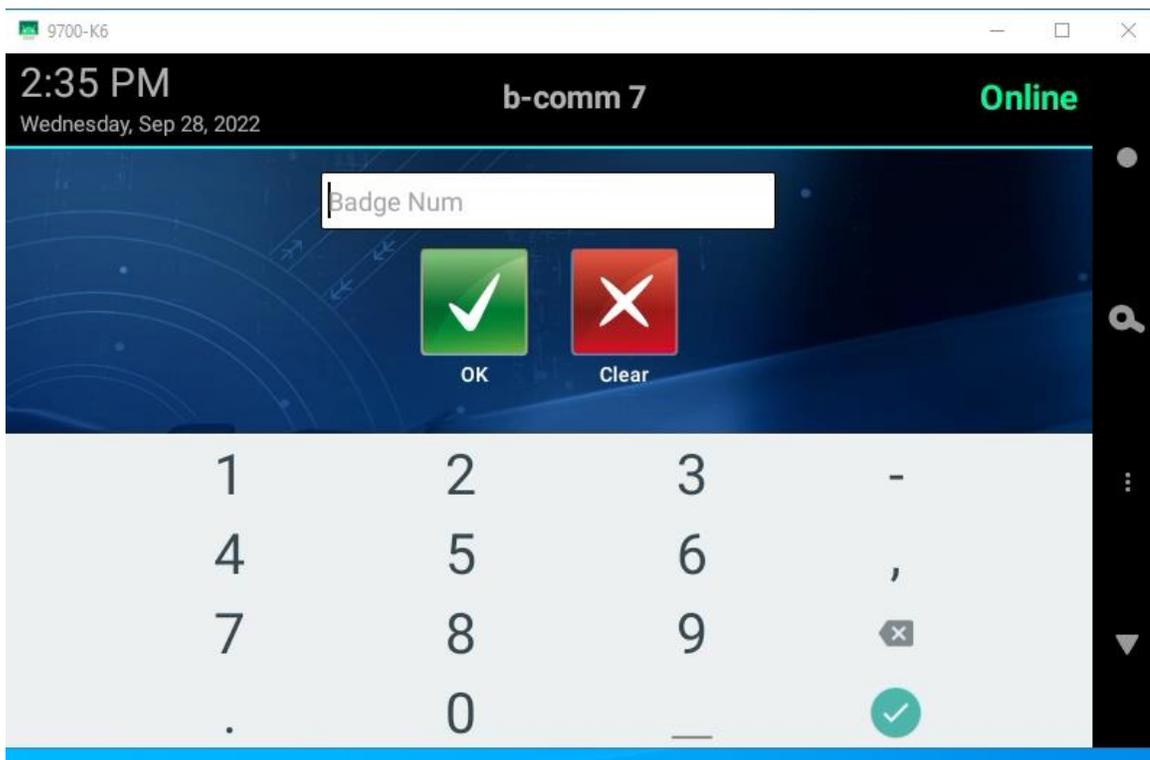


Time Clock Users: How to Use Dormakaba Time Clock

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.

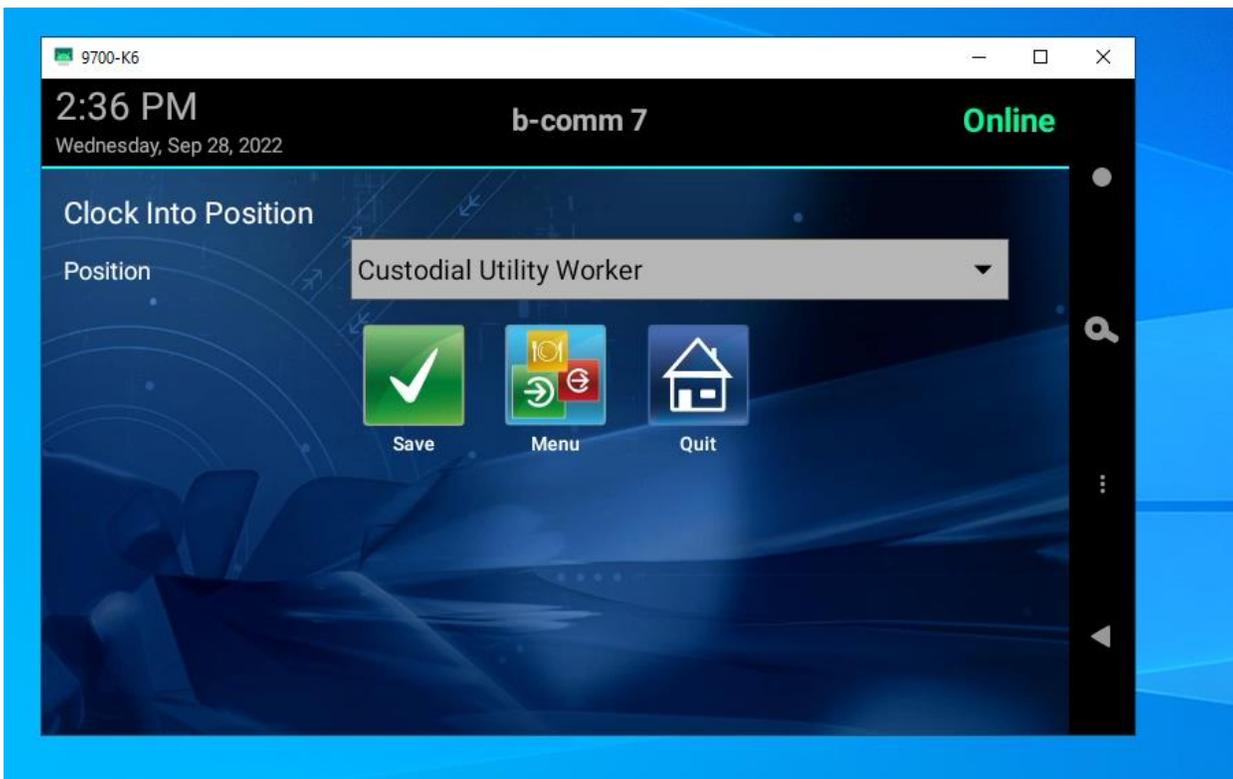


- The main menu will be displayed after a successful login.

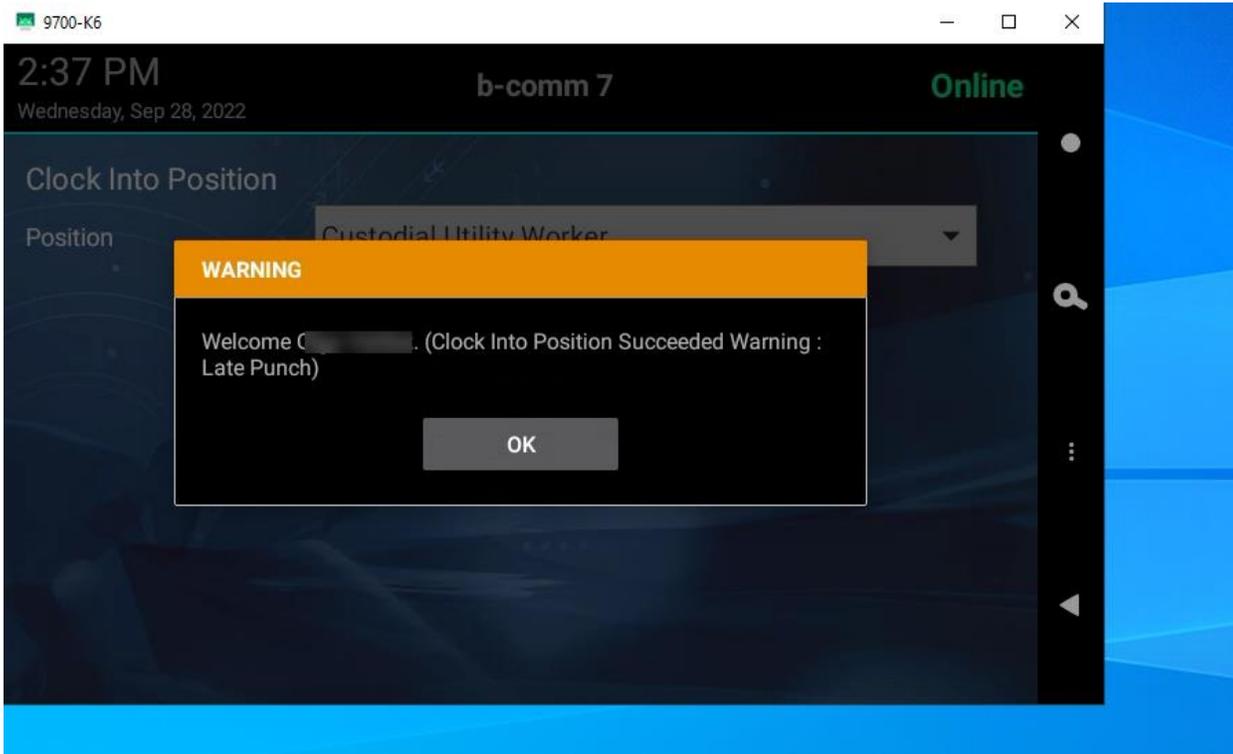


Time Punches

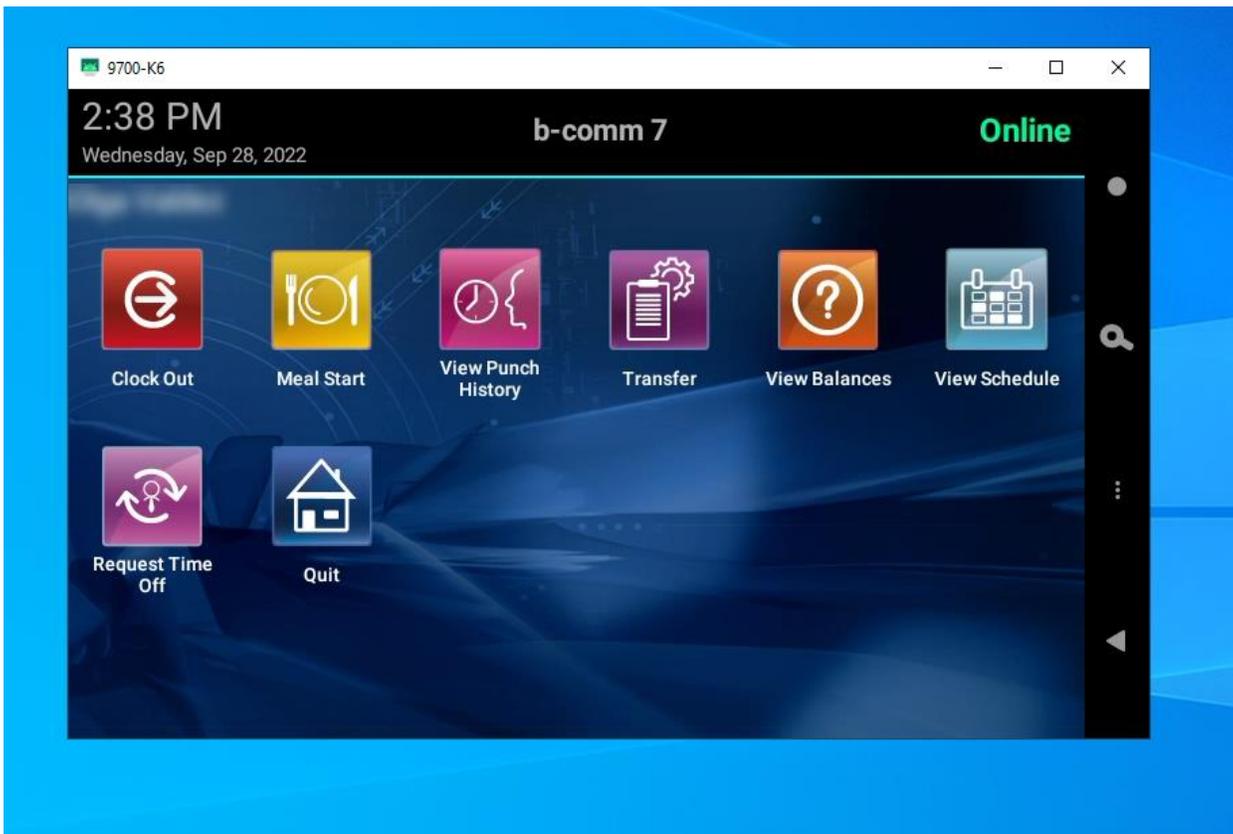
- From the Main Menu select Clock Into Position. The worker will then have the option to select the position to clock into. Select the position, and then select save.



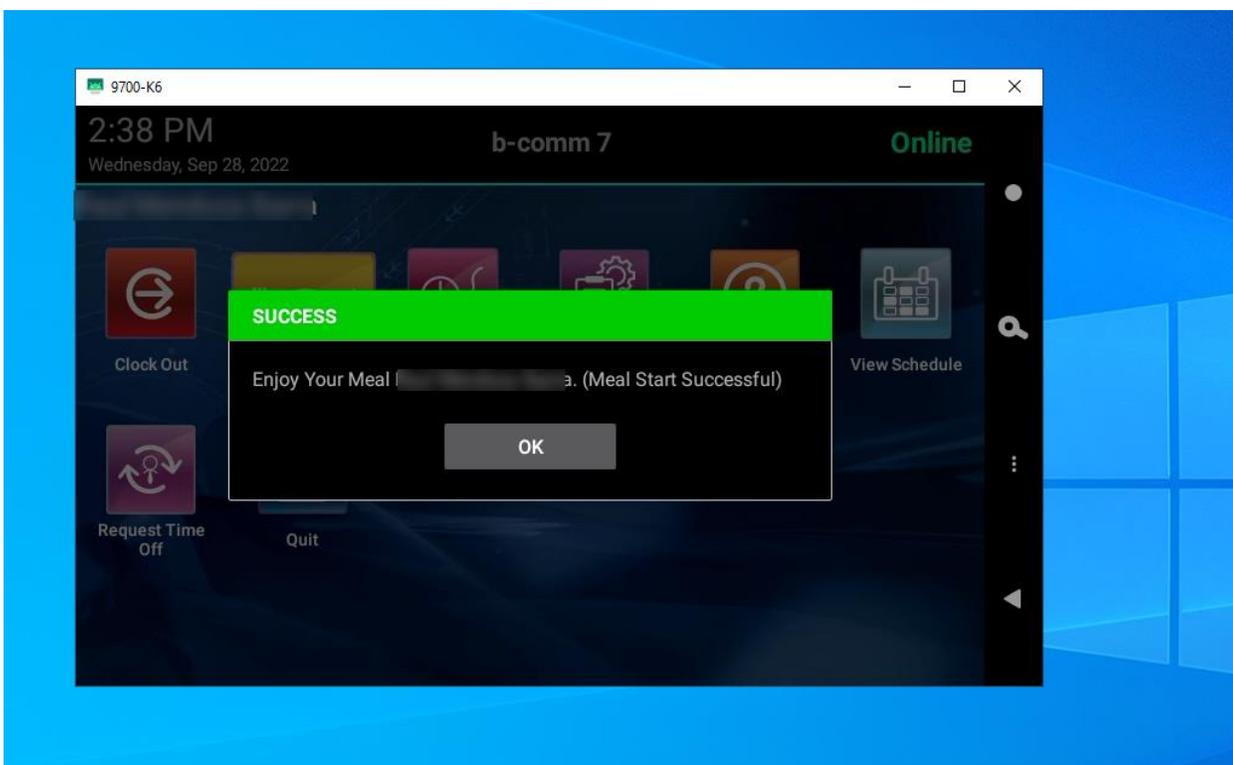
- Successful Clock In will display a Welcome Message. Note, if using the Workday Schedule, a Warning Message will display if the worker clocks in/out 15 minutes after/before their scheduled time.



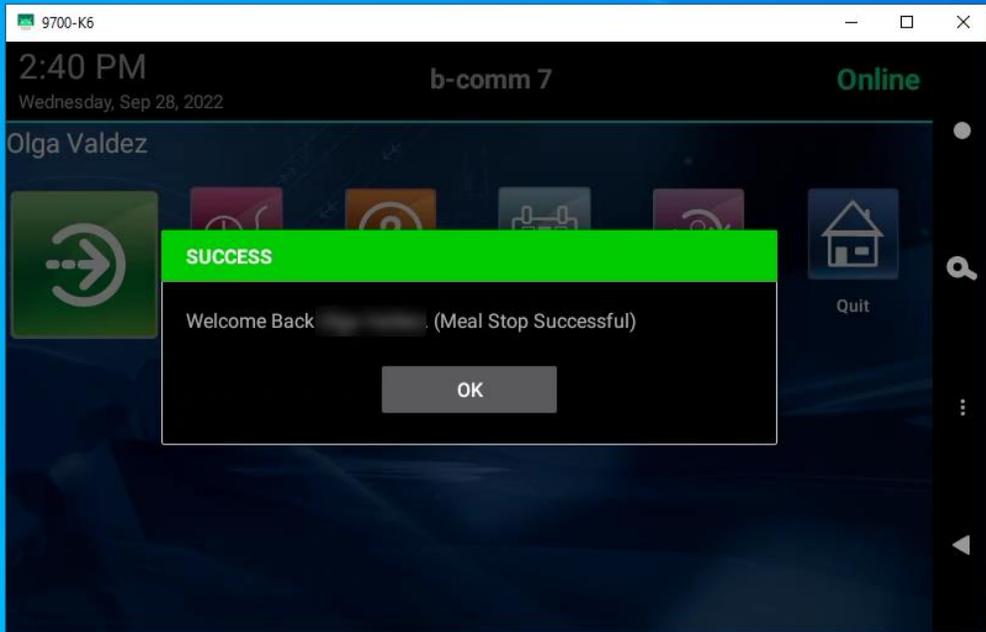
- After clocking in, the main menu will change for the worker to either “Clock Out” or “Meal Start”. To clock out for a meal break, select “Meal Start”.



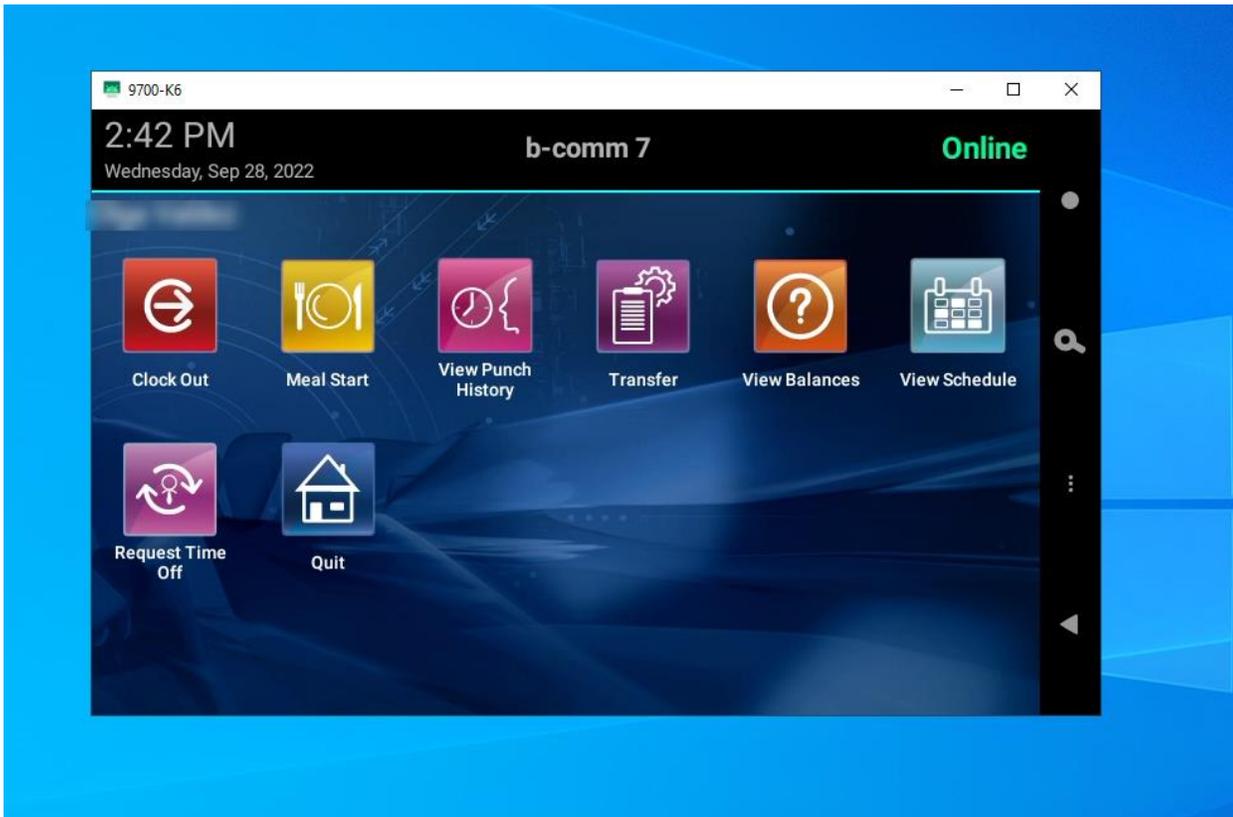
- A confirmation message indicating the start of the meal will be shown.



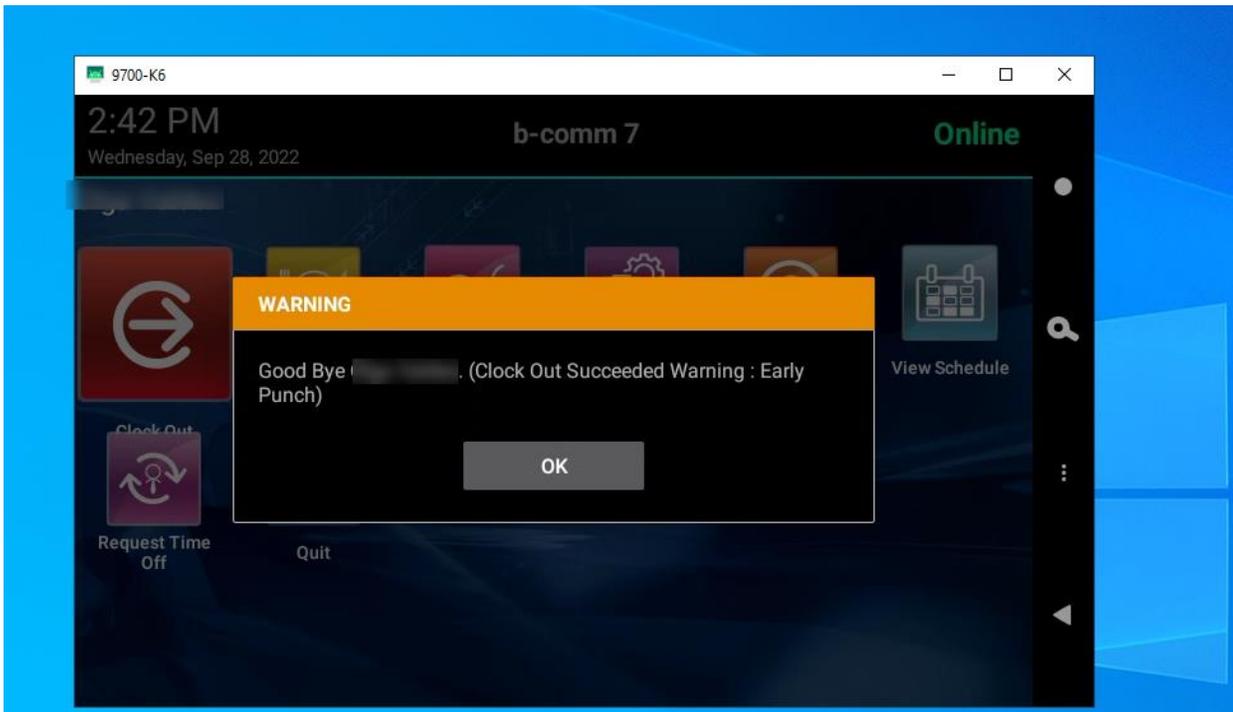
- To back in after a meal, select Meal Stop



- Select Clock Out to clock out for the day.

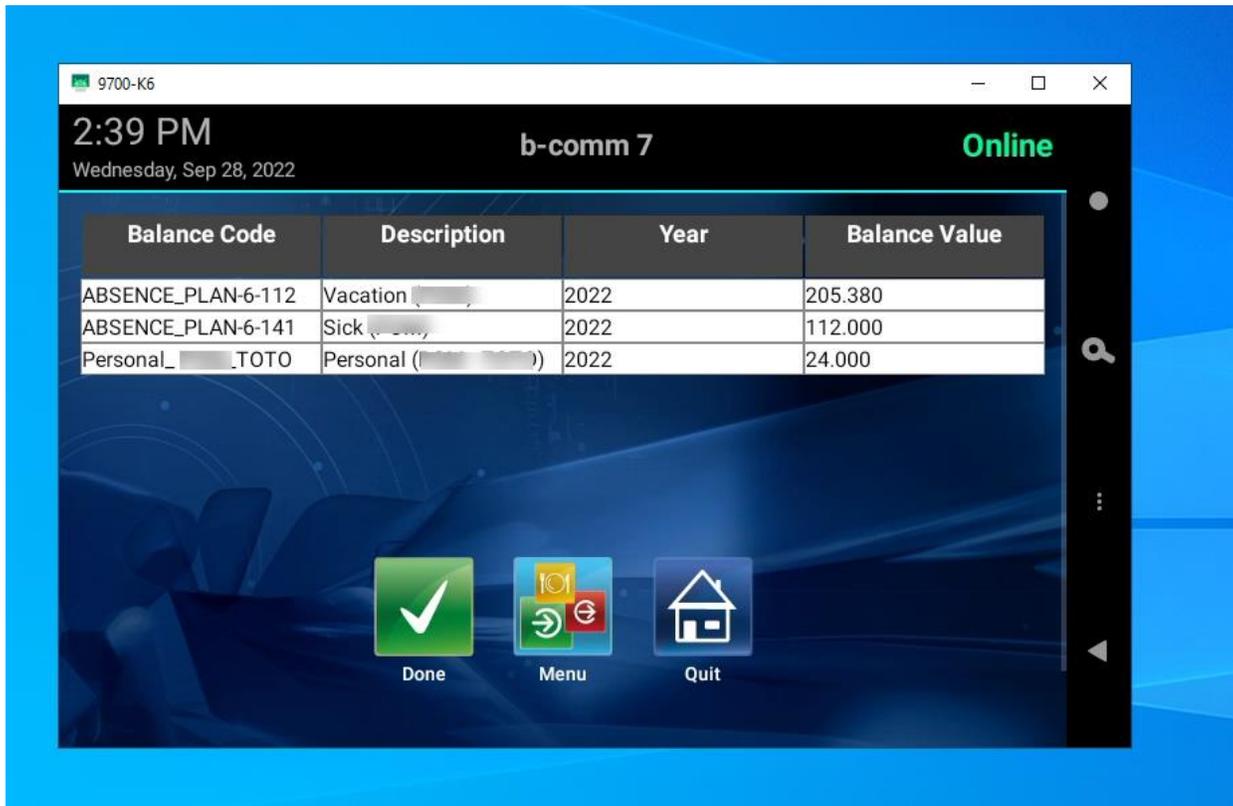


- A confirmation message will display for clocking out.



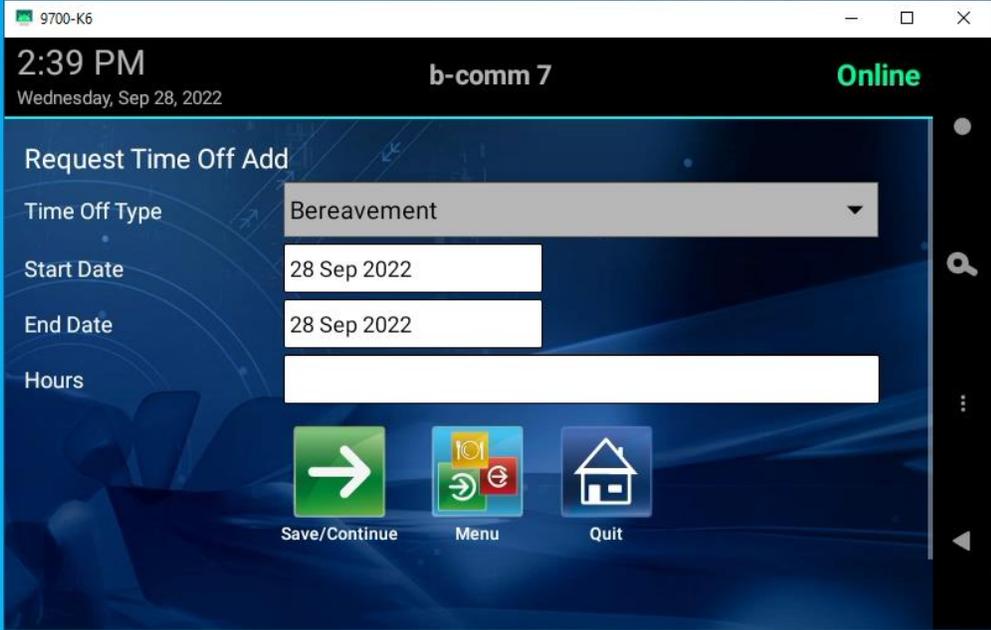
View Time Off Balance

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



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.
 - End Date – End date of the requested time off.
 - Hours – Number of hours per day for the requested time off.

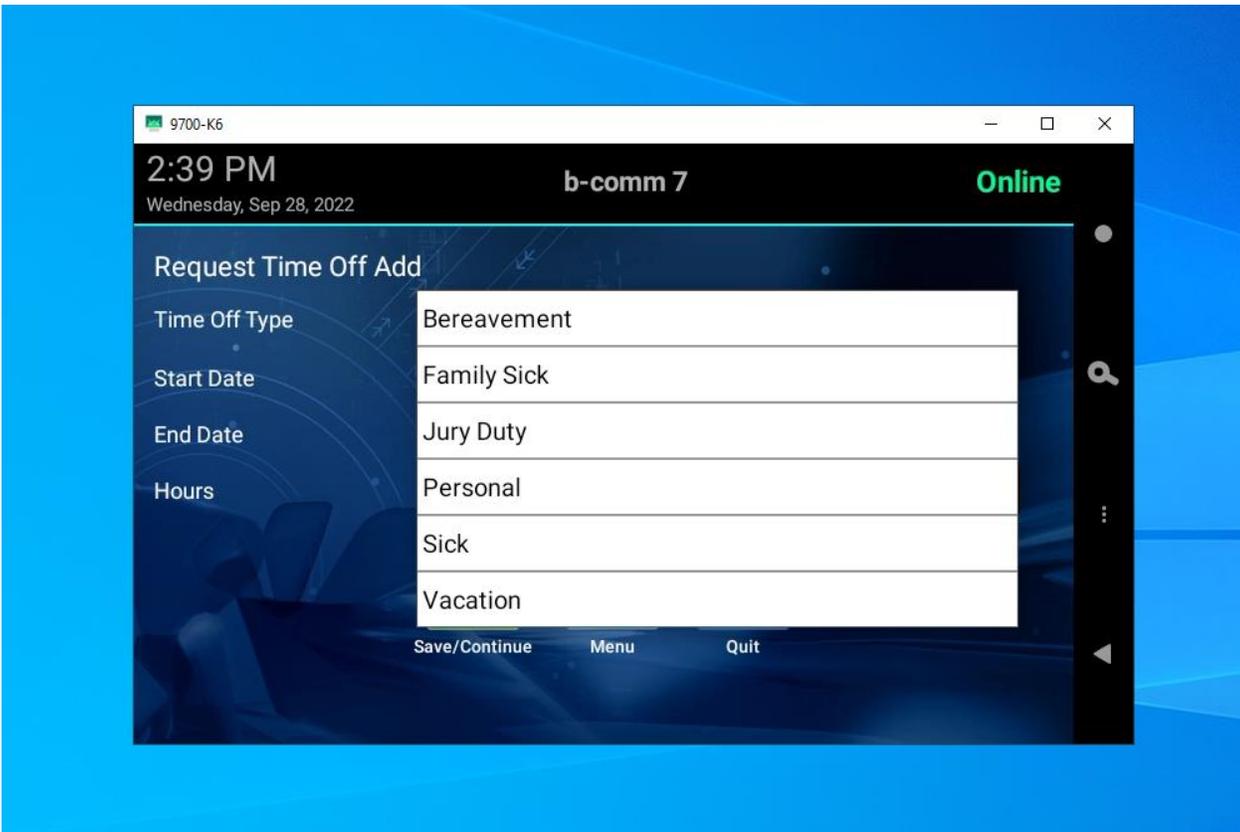


The screenshot shows a tablet interface for adding a time off request. The top status bar displays the time as 2:39 PM, the date as Wednesday, Sep 28, 2022, and the status as Online. The main content area is titled "Request Time Off Add" and contains the following fields:

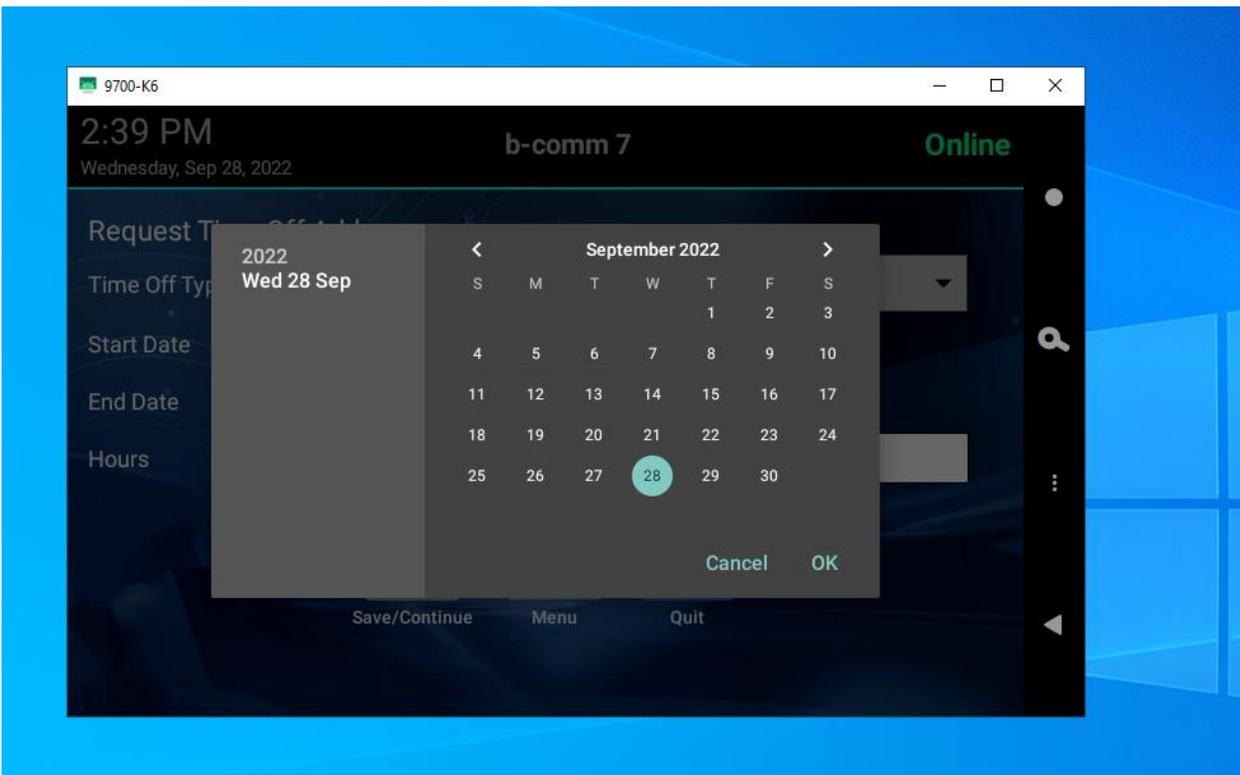
Field	Value
Time Off Type	Bereavement
Start Date	28 Sep 2022
End Date	28 Sep 2022
Hours	

At the bottom of the screen, there are three navigation buttons: "Save/Continue" (a green arrow pointing right), "Menu" (a square icon with four smaller colored squares), and "Quit" (a house icon).

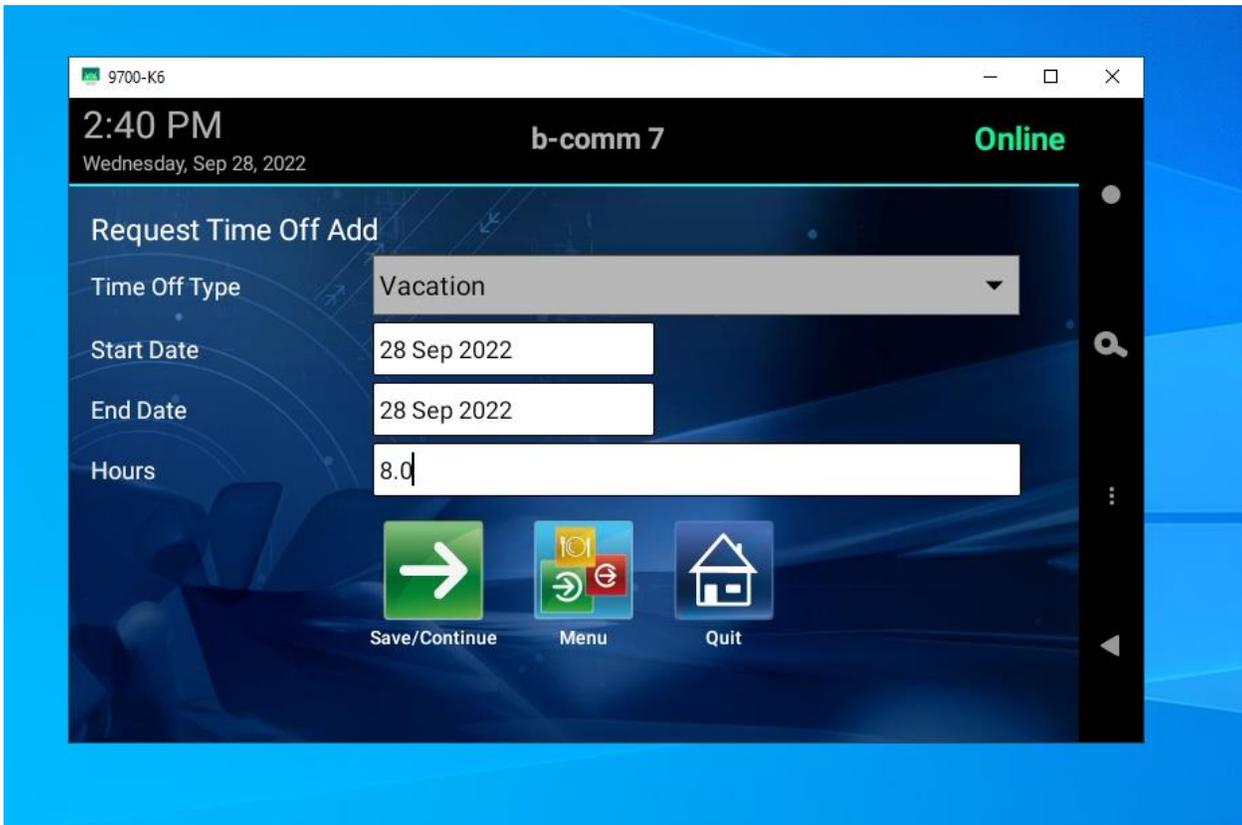
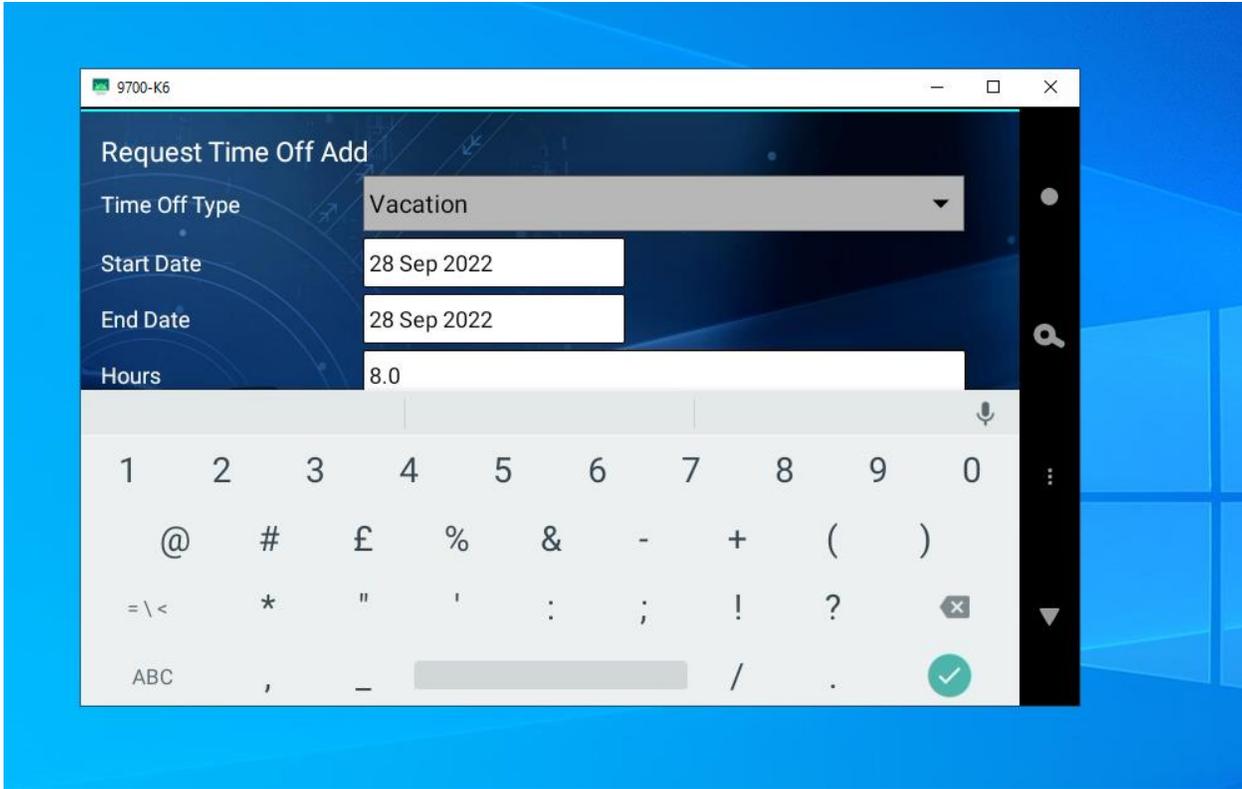
- Selection of Time Off Type



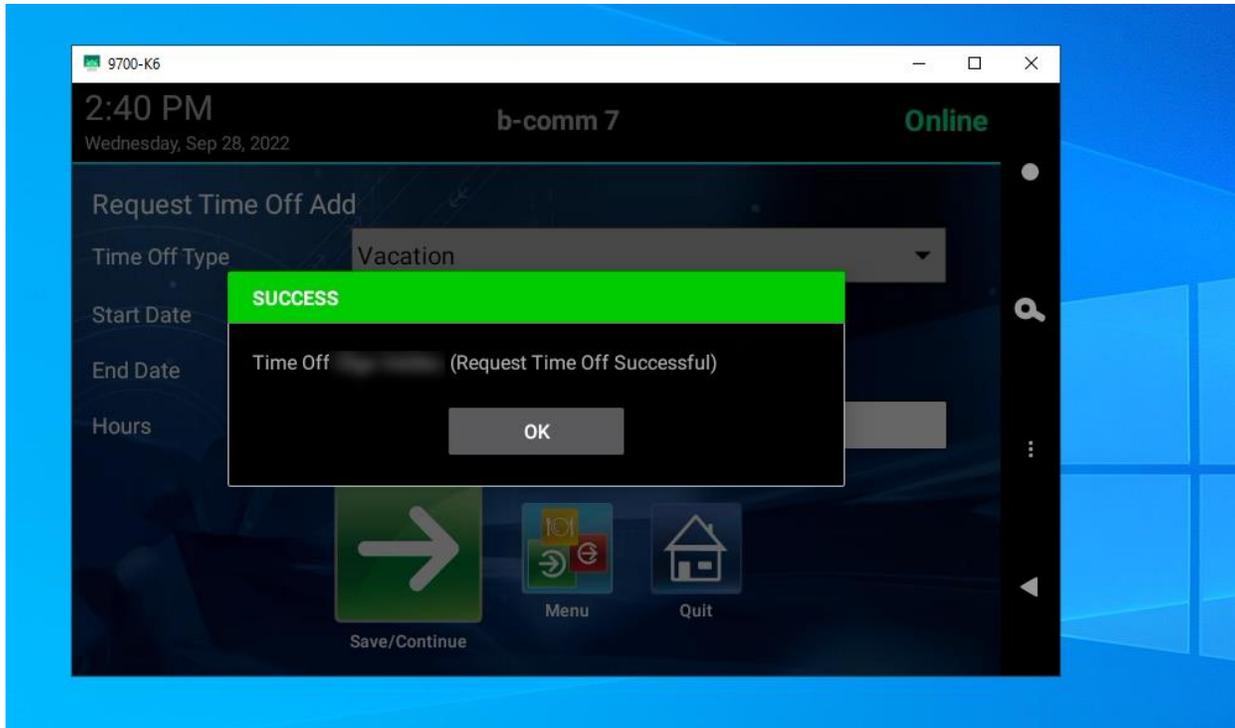
- Selection of Start or End date.



- Hours entered.

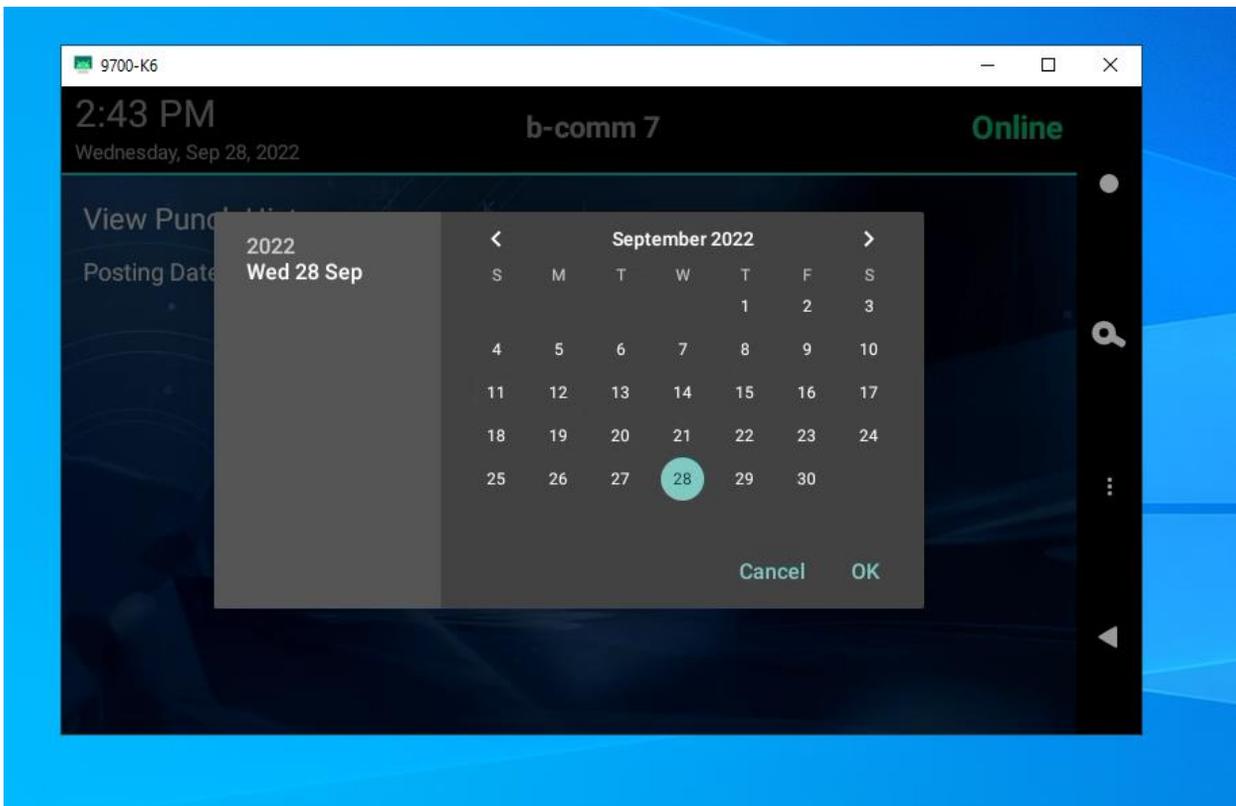
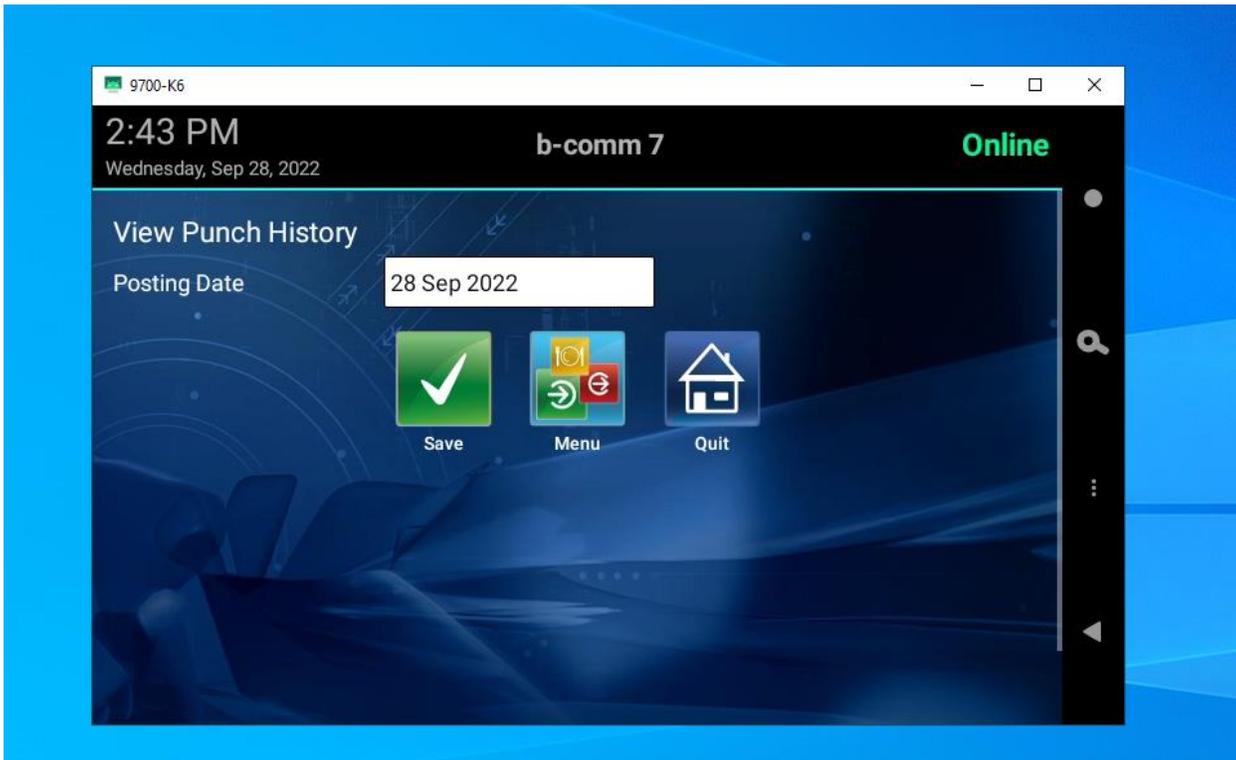


- Click Save/Continue to enter in the Requested Time Off. A confirmation message will be displayed. The requested time off will go through the Request Time Off business process in Workday for the appropriate approvals. Note: The manager must communicate to the worker whether the time off is approved/denied.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



View Punch History

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



9700-K6

2:43 PM
Wednesday, Sep 28, 2022

b-comm 7 Online

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
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

Done Menu Quit

View Schedule

9700-K6

12:12 AM
Monday, Oct 3, 2022

b-comm 7 Online

View Schedule

Posting Date: 23 Sep 2022

Save Menu Quit

9700-K6 1:36 PM b-comm 7 Online
 Friday, Sep 23, 2022

View Schedule

Posting Date: 2022 Fri 23 Sep

Calendar: August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Cancel OK

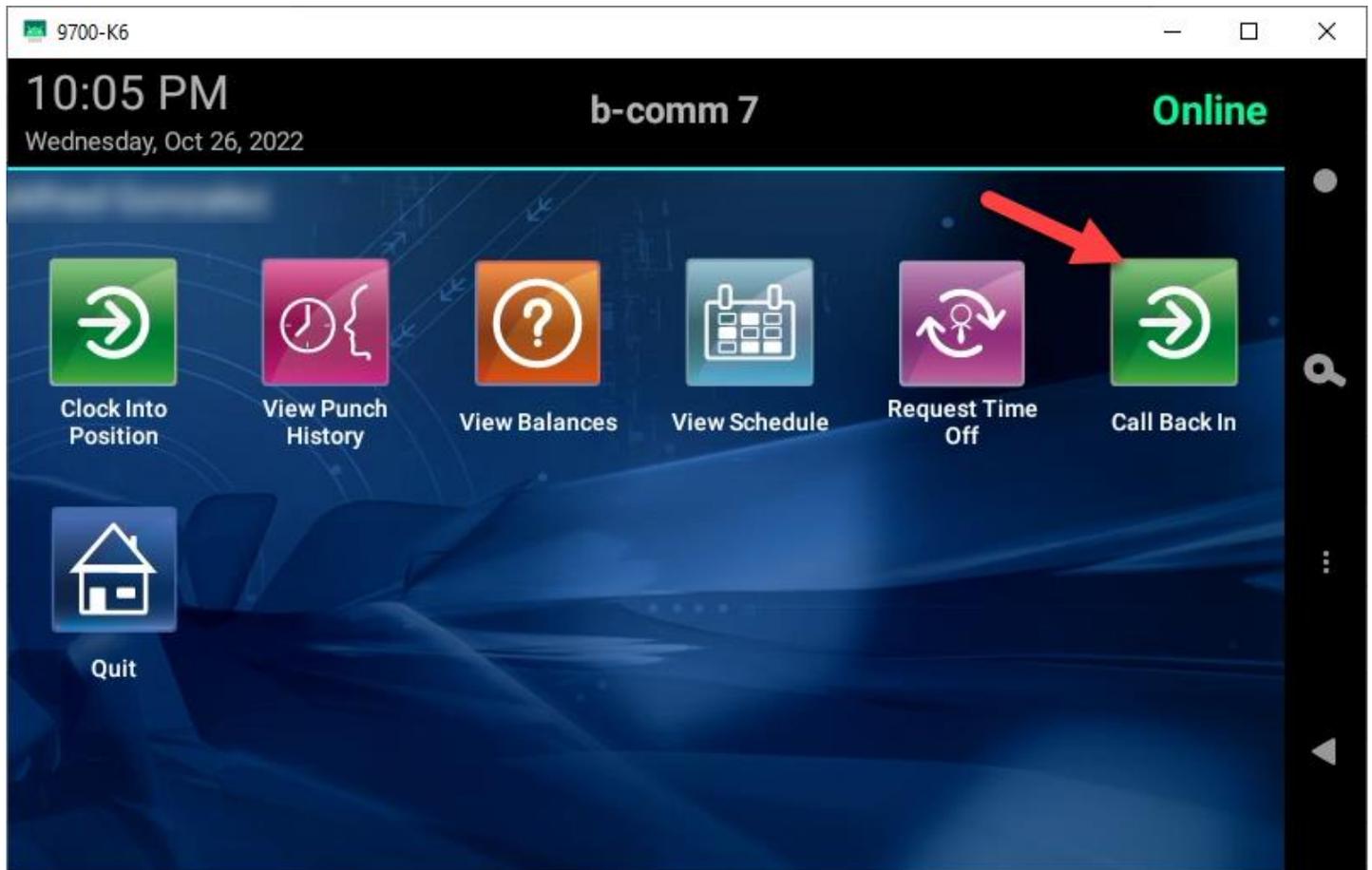
9700-K6 1:36 PM b-comm 7 Online
 Friday, Sep 23, 2022

Schedule Type	Time
NORMAL Start	08:00:00 AM (2022-08-16)
NORMAL End	05:00:00 PM (2022-08-16)

Done Menu Quit

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.



10:05 PM

b-comm 7

Online

Wednesday, Oct 26, 2022



Clock Into Position

SUCCESS

Welcome [redacted] . (Call Back In Successful)

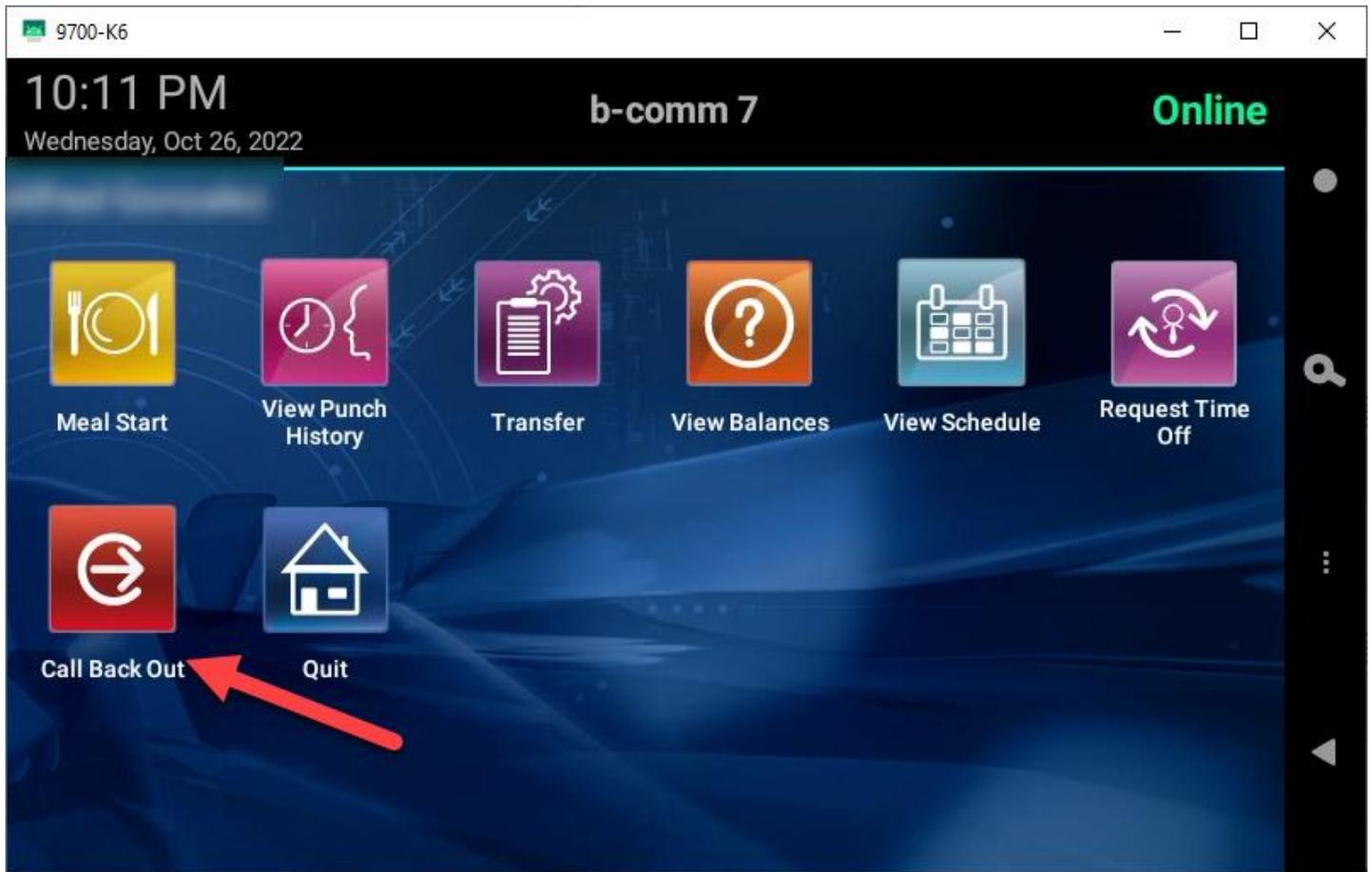
OK



Call Back In



- To clock out of Call Back, select “Call Back Out”.



10:07 PM

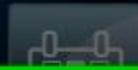
b-comm 7

Online

Wednesday, Oct 26, 2022



Meal Start



Request Time Off



Quit

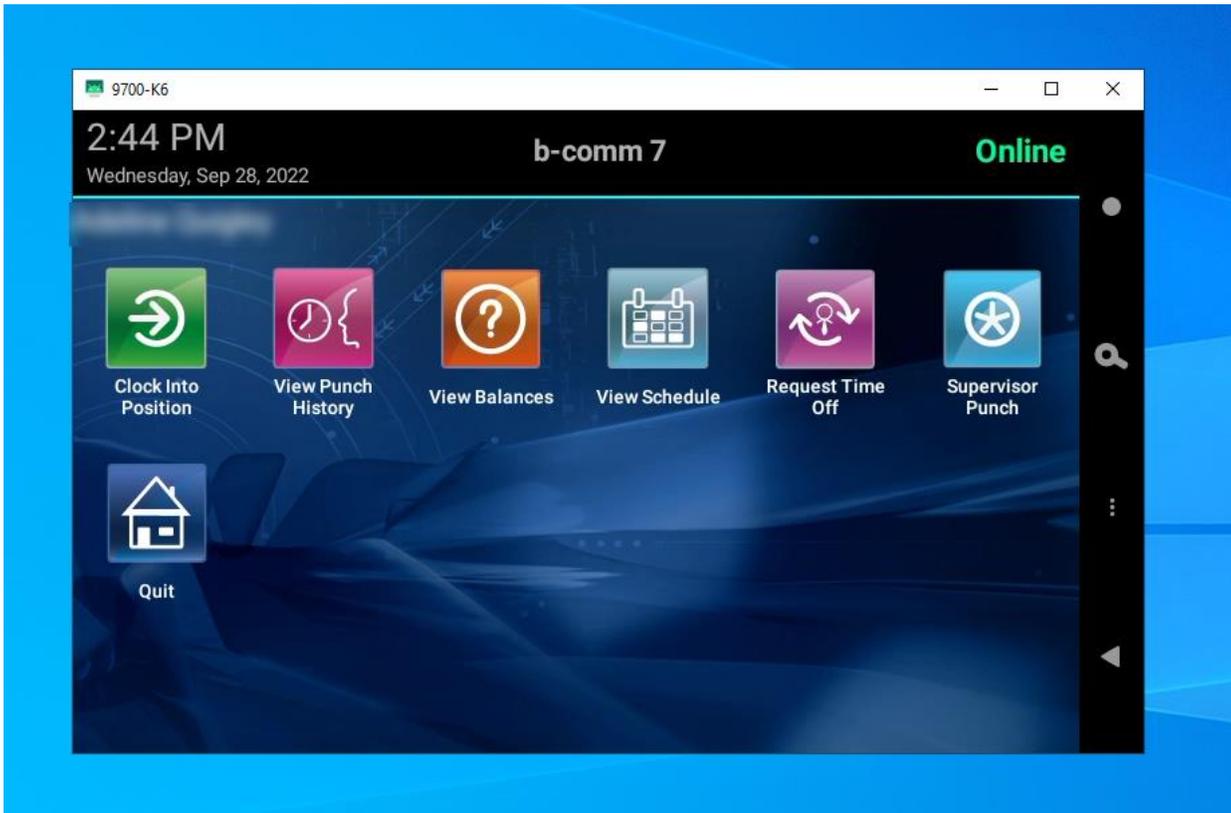
SUCCESS

Good Bye [REDACTED] (Call Back Out Successful)

OK

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 - □ ×

2:46 PM b-comm 7 Online

Wednesday, Sep 28, 2022

Supervisor Punch

Person Number

Punch Date

Punch Timestamp

Event

Clock Into Position
Clock Out
Meal Start
Meal Stop

⋮
◀

9700-K6 - □ ×

2:46 PM b-comm 7 Online

Wednesday, Sep 28, 2022

Supervisor Punch

Person Number

Punch Date

Punch Timestamp

Event

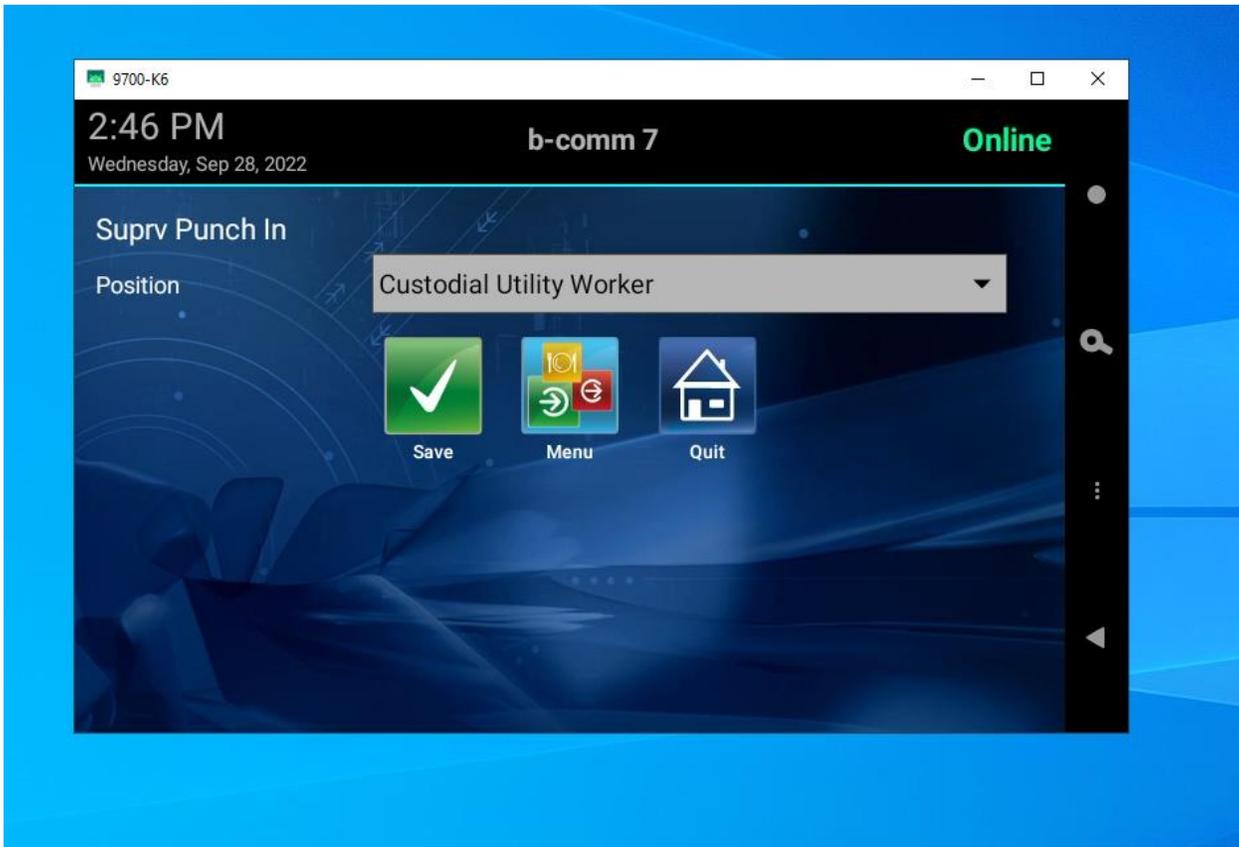

 Save


 Menu

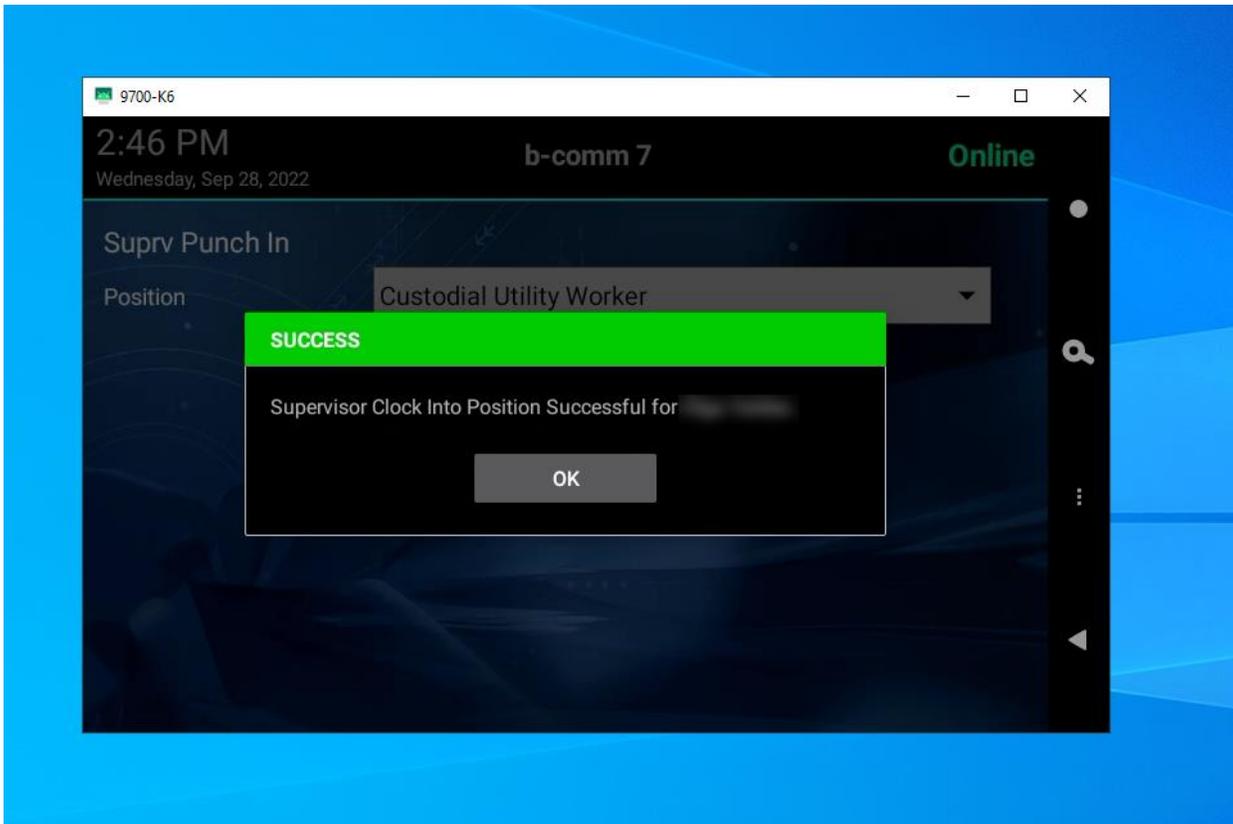

 Quit

⋮
◀

- 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.



Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356