



Department of Technology and Information Services

TT7 Time Clocks User Guide

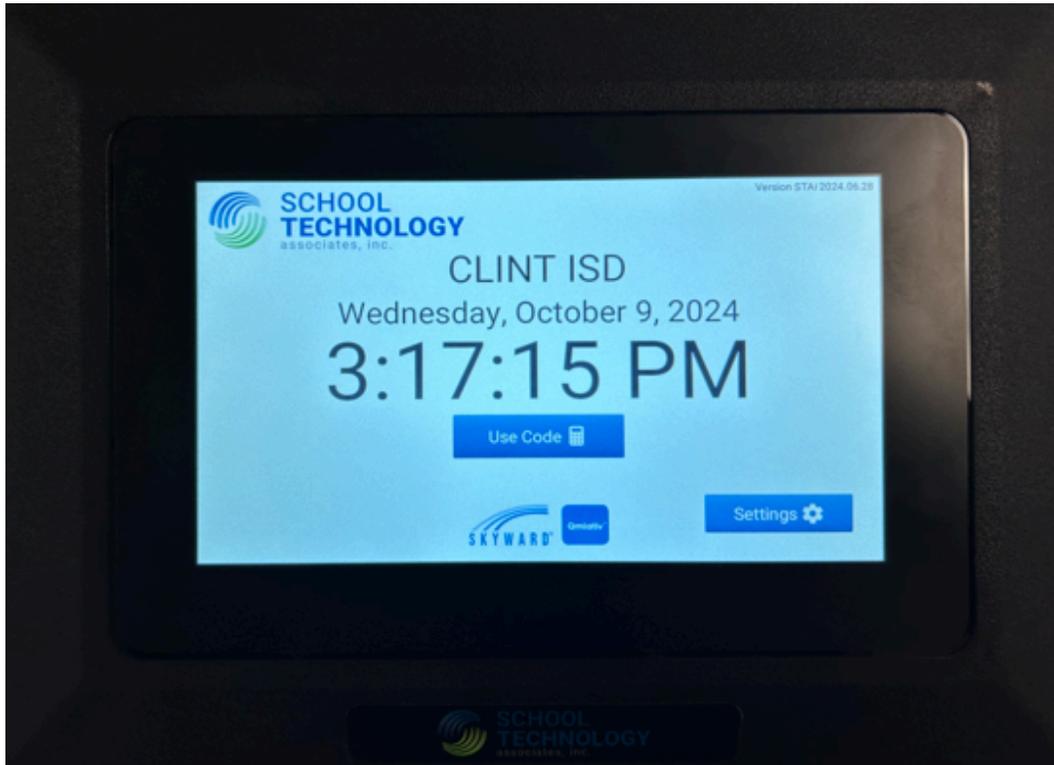


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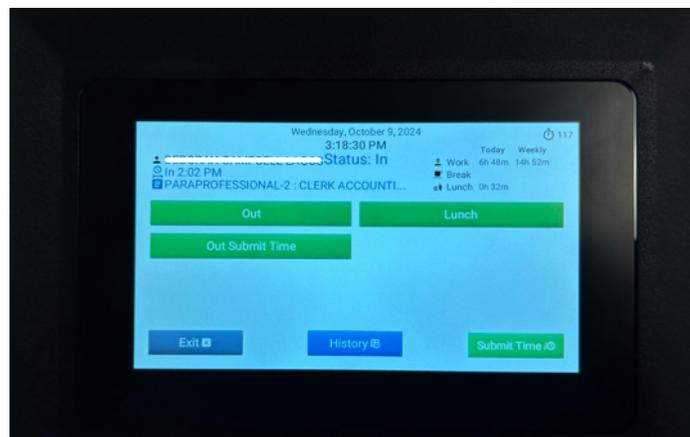
CLOCKING IN - USING PROXIMITY CARD READER

Please follow the following steps to clock in utilizing the new TT7 Time Clock.

1. Identify the proximity card reader on the top left of the timeclock. You will see the following icon.



2. Once the proximity card reader has been identified, proceed to hover over the icon with your proximity card provided by the school district. You will hear a scanning sound.
3. If the user is identified you will see the following screen with your information and options. Your options include **In**, **Out**, **Lunch**, **Out Submit Time**, **Submit Time**, **Exit**, **History**.
 - a. **In** - Clocks you in.
 - b. **Out** - Clocks you out.
 - c. **Out Submit Time** - Clocks you out and submits your timesheet.
 - d. **Submit Time** - Submits timesheet.
 - e. **Exit** - Signs you out and returns you to the home screen.
 - f. **History** - View activity history.
 - g. **Lunch** - Clocks into lunch.
4. To submit timesheets use the **Submit Time** button or the **Out Submit Time** button to clock out and submit a timesheet.

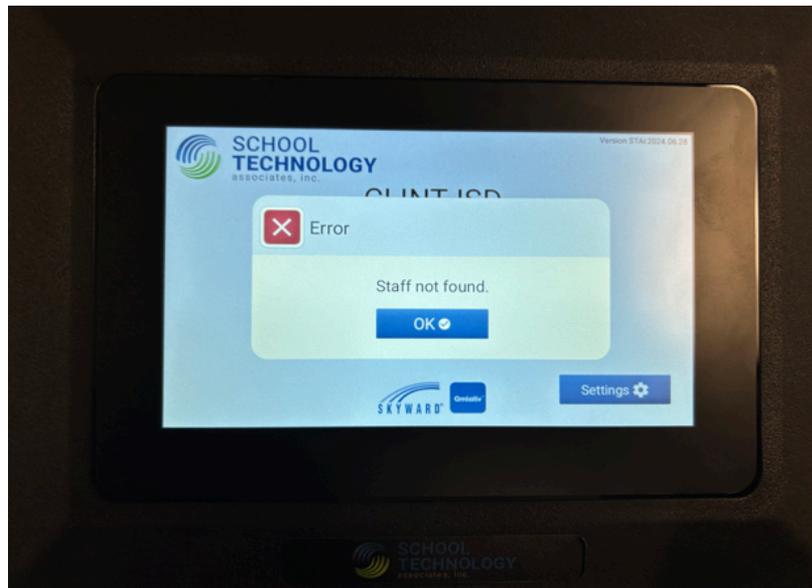




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5. If the user is invalid, you will see an error message and hear an invalid error sound. If this happens, try scanning your proximity card again. If the issues continue please contact the payroll department.





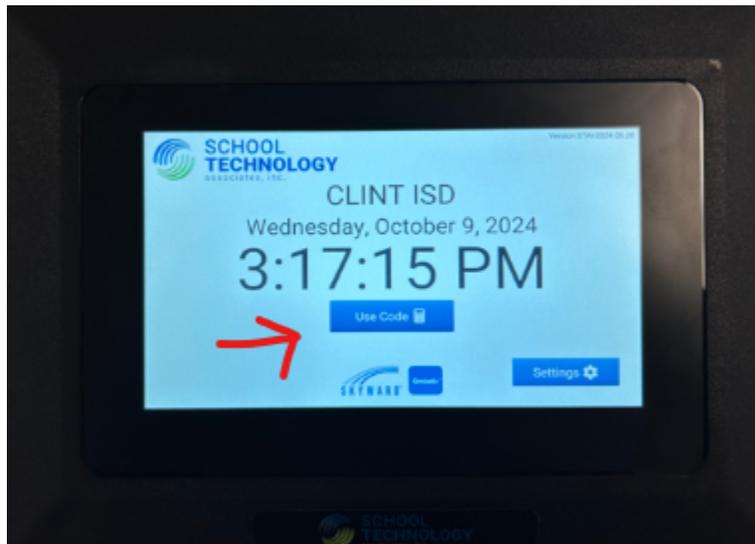
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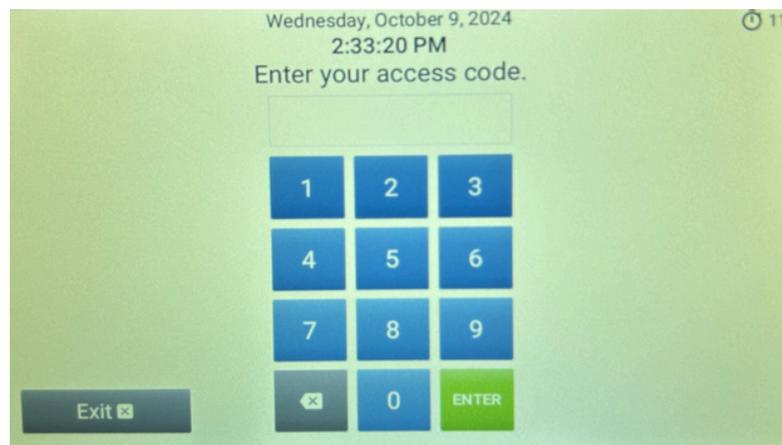
CLOCKING IN - WITH ACCESS CODE NUMBER

Please follow the following steps to clock in utilizing the new TT7 Time Clock.

1. Identify the **Use Code** button in the middle of the screen and press it.



2. Enter your access code with the provided number pad and press enter to submit. To cancel, press exit.



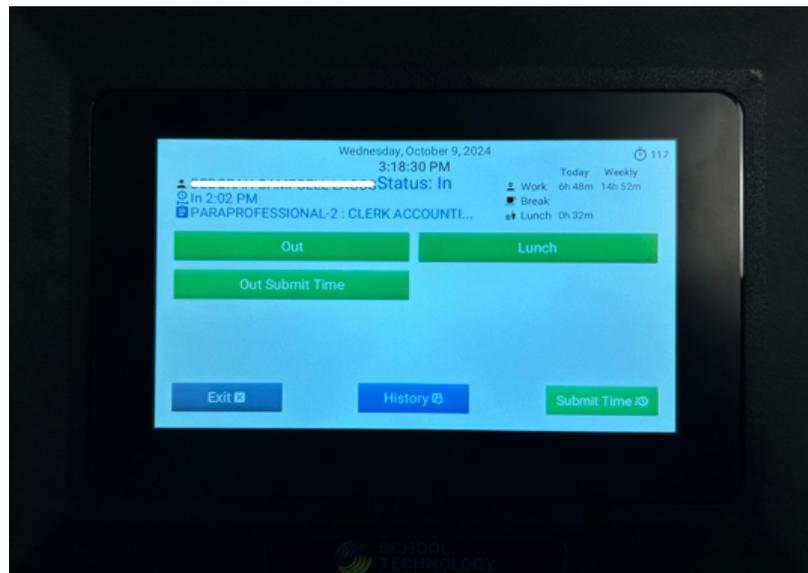


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3. If the user is identified you will see the following screen with your information and options. Your options include **In**, **Out**, **Lunch**, **Out Submit Time**, **Submit Time**, **Exit**, **History**.
 - a. **In** - Clocks you in.
 - b. **Out** - Clocks you out.
 - c. **Out Submit Time** - Clocks you out and submits your timesheet.
 - d. **Submit Time** - Submits timesheet.
 - e. **Exit** - Signs you out and returns you to the home screen.
 - f. **History** - View activity history.
 - g. **Lunch** - Clocks into lunch.

4. To submit timesheets use the **Submit Time** button or the **Out Submit Time** button to clock out and submit timesheets.

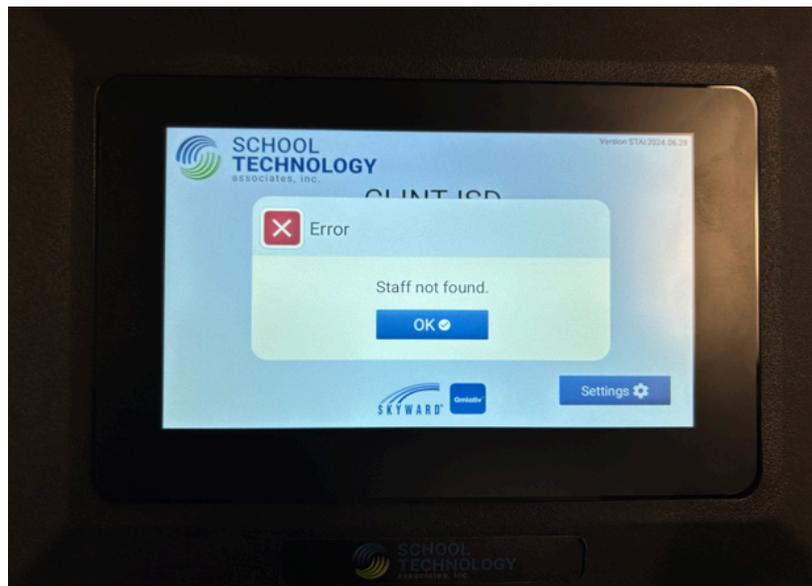




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5. If the user is invalid, you will see an error message and hear an invalid error sound. If this happens, try inputting your access code one more time. If the issues continue please contact the payroll department.





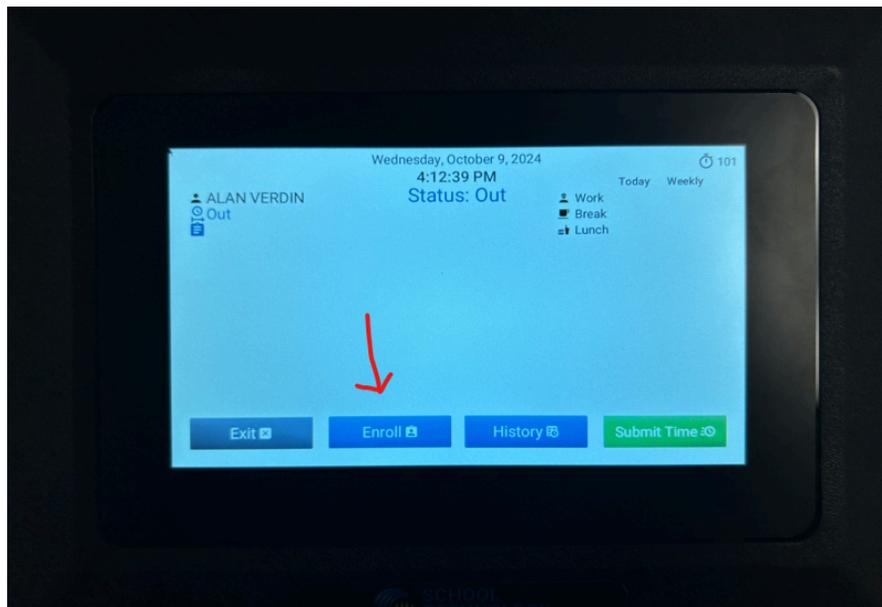
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CARD ENROLLMENT (For Authorized Payroll Dept. Users)

The user enrollment process is only available to **Time Tracking Users** only. If you do not belong to this group, these options will **not** be available to you.

1. Time tracking users must login to the Time Clock using their proximity card or access code. Once logged on, you will see the **Enroll** button on the bottom of the screen.





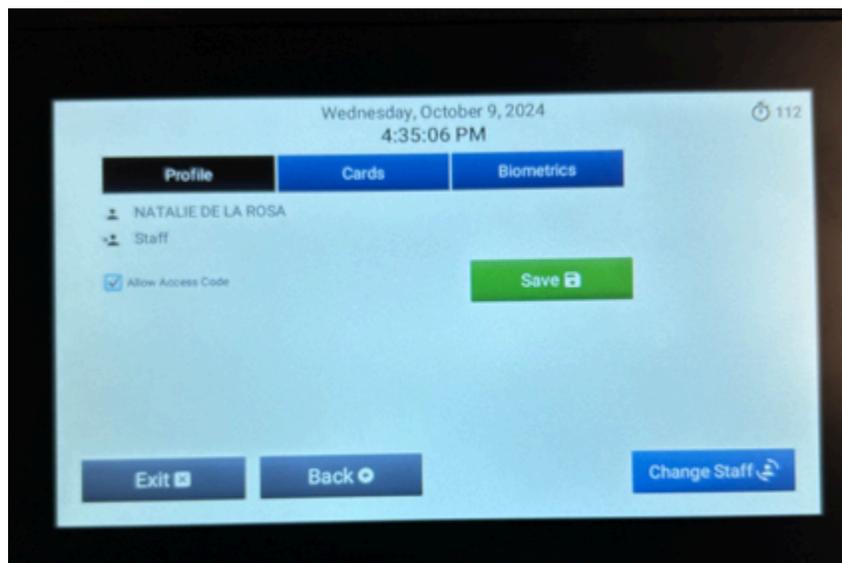
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2. After pressing the **Enroll** button, you will see a number pad come up. At this point you will enter the access code of the user whose proximity card will be enrolled. Not the access code of the Time Tracking User. Then press **Enter** to submit the access code of the proximity card.



3. If the access code was entered correctly, you will see the following screen, displaying the identity of the user who needs a proximity card enrolled. If the access code is not accepted you will see a warning message stating that the access code cannot be found. Please try again and ensure a user is tied to that access code.

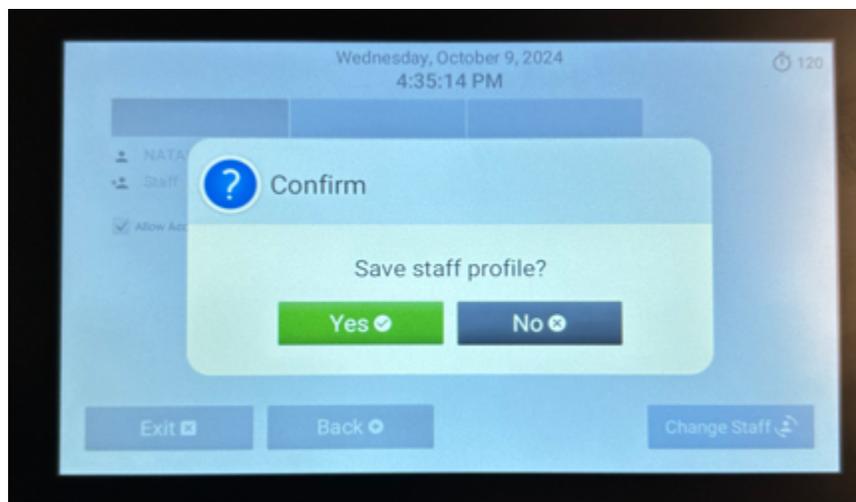
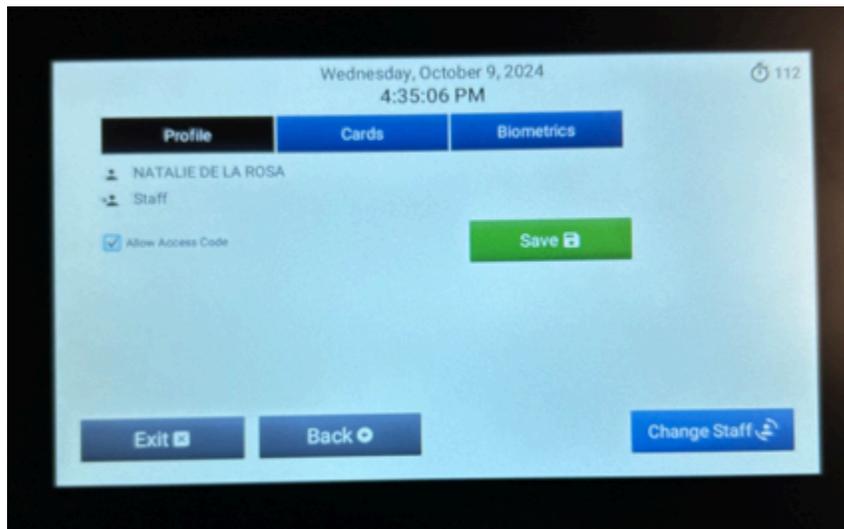




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4. Ensure the displayed user information is correct and check the **Allow Access Code** box before saving the profile information. Once this is done, press **Save** to continue. You may press **Exit** to cancel at any time.

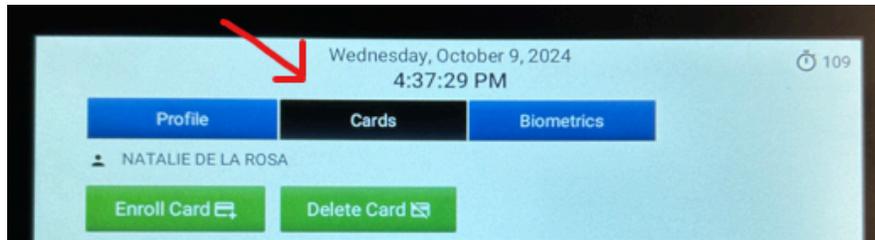




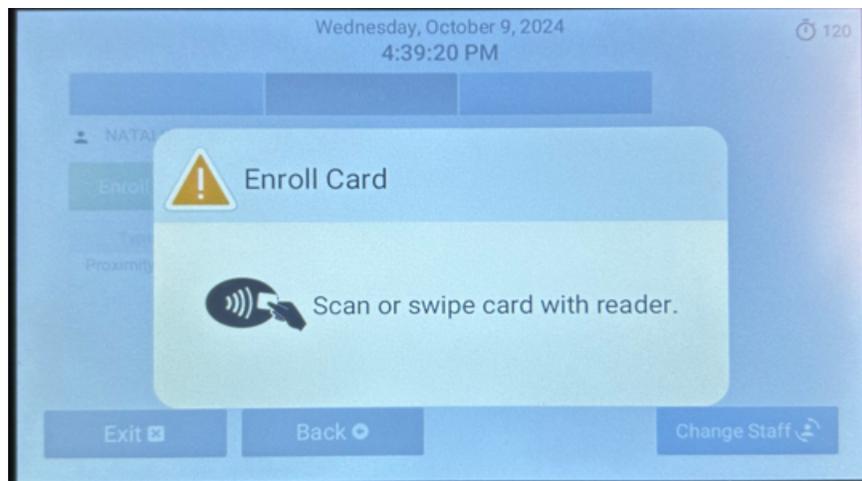
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5. Once the profile is saved, toggle to the **Cards** menu to enroll the proximity card. Then confirm the name of the user is still the same.



6. Then press the **Enroll Card** button to enroll the proximity card. This will bring up the following screen prompting the Time Tracking User to scan the proximity card of the user's card.

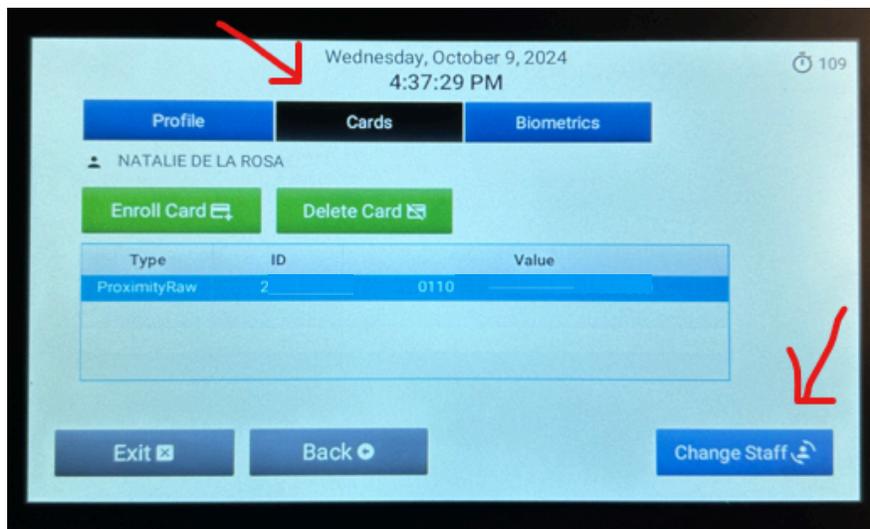




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7. Once the card is detected, you will see a proximity card value populate in the screen. This completes the card enrollment process.



8. If you would like to enroll another user, press the **Change Staff** button to enter a new access code for a separate proximity card that needs enrollment. If not simply press **Exit** to sign out.