UltraTime—Linx Terminal (Time Clock) Instructions

Certain departments and offices using the UltraTime Enterprise electronic time-keeping system require employees to use a Linx Terminal (Time Clock) to record hours worked.

Note: For locations of Linx Terminals, go to http://controller.nd.edu/UltraTime.
To get started, hold your ID card with the magnetic strip facing you.

Then, swipe your ID card through the track …

…from right to left.
Look to the display screen for guidance.

The date and time are on the right side of the screen.
**Punch (time entry) choices are on the left side.**

1. Punch ‘In’.
2. Punch ‘Out’.
3. Review your punches.

When you report for work, select 1. to punch ‘In’.
Check the display screen again to be sure it’s ready for you to punch in.

The display screen is telling you it received a request to punch ‘In’ and it’s ready to receive your ID card.

Remember to scan from right to left.
If you have more than one job at the University, the screen will show all of your jobs.

You must choose one of the jobs for your time to record properly.
Be sure the terminal accepted your swipe and choice!

Look for ‘Thank You’.
When you finish work, you’ll follow the same procedures, except then you’ll...

...select 2. for ‘Out’.
The message lets you know the terminal is ready for you to clock ‘Out’.
If you want to check how you clocked in or out,

select 3. ‘Punch Inquiry’.
You’ll be asked to swipe your ID card again.

You’ll be able to view today’s in and/or out time.
The current date will be shown.

Look for the ‘I’ for ‘In’, and ‘O’ for ‘Out’.

Previous punches will be shown on the right side of the display.
When punching ‘In’ or ‘Out’, if you don’t see ‘Thank You’, stop and read the displayed message carefully.

Check the display screen for an error message. Remember its number and what it says, and report it to your supervisor as soon as possible.