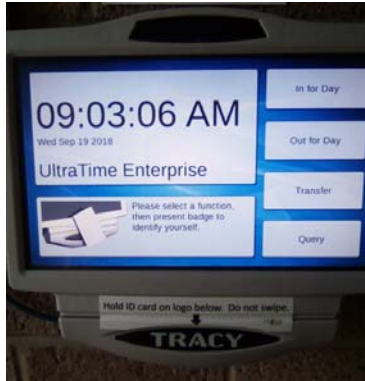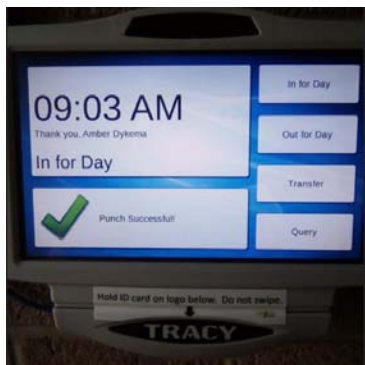# Instructions for the Time Clock
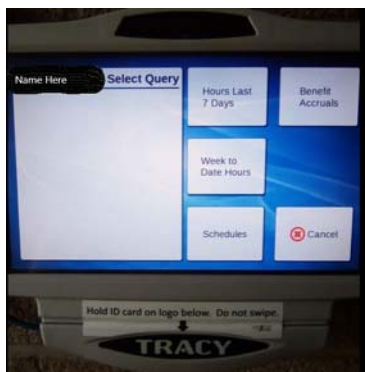
Select the function you would like to perform: In for Day, Out for Day, Transfer, or Query

Tap your Notre Dame ID card over the word "TRACY" (proximity reader)

Receive notification

"Punch Successful"

Query Function gives the options to view hours, schedules and benefit accruals (Vacation, Incidental).

If you need any assistance please contact payroll: 631-7575 or e-mail ultratime@nd.edu

*Supervisors have access to a video found within Ultra Time Supervisor login: support- training videos- general-time clocks