

### *What if the clock doesn't seem to be working?*

- Look for an asterisk ( \* ) in the upper right hand corner. If it's not there, but you select **In** or **Out** and the screen says **Scan Badge Now**, the clock is accepting your punch and will register it in UltraTime later. However, if you have more than one job you will not be able to choose the one for this work period. Report this to your supervisor.
- If there is no asterisk and numbers are flashing on the screen, those numbers identify the particular problem. Have your supervisor make a note of the numbers and contact IT immediately.

### *What if the clock is working, but it won't recognize my badge?*

- Report the problem to your supervisor. There may be a problem with either your badge or your job record.

### *May I use any time clock to punch in or out?*

- Use the time clock closest to your assigned job site. Check with your supervisor if you aren't sure where the clock is located.
- **Note:** Your in or out punch will also register the location of the clock you used.

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- Ask your supervisor for a copy of **Linux Terminal (Time Clock) Instructions**. It is available on the UltraTime Channel of InsideND, or at <http://controller.nd.edu/UltraTime>.



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## UltraTime Enterprise Linux Terminal (Time Clock) User's Quick Reference

### *What are my responsibilities?*

- You must record ("punch") your times **promptly and accurately**, i.e., immediately before beginning work, and promptly after your work time is finished.
- If you neglected to punch in or out, report the missed punch to your supervisor as soon as possible. Your hours **must register** to be approved by your supervisor **in the pay period when worked**, and paid immediately thereafter.
- **Note: Intentionally falsifying work time is a matter of fraud and a punishable offense.**

### *How do I use a time clock?*

1. Hold your ID card with the magnetic strip facing you.
2. Swipe your card from **right to left** through the track.
3. Three punch choices are on the left side: **In, Out, or Punch Inquiry**.
  - When you report for work, select **In**.
  - When you finish work, select **Out**.
  - To review your punches for the day, select **Punch Inquiry**.
4. If you have more than one job at the University, each job should be displayed on the screen.
  - **Select the number of the job for this particular work period.**
  - If the job for which you are reporting for work is not displayed **do not attempt to punch in**. Check with the supervisor for your other job(s) to determine if you will need to report your hours on a paper time sheet
5. If the punch was good, the screen will say **Thank you**. If the punch did not register, contact your supervisor immediately.