

Show Me How

to Use the Biometric Clock

TIME AND ATTENDANCE

STEP 1

If you are using the Maximus Biometric Clock, press the appropriate punch, type your badge number and press "Enter."

If you are using the Android Time Clock, type your badge number and press "Enter."

If prompted, place your finger on the sensor for fingerscan verification.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



Show Me How

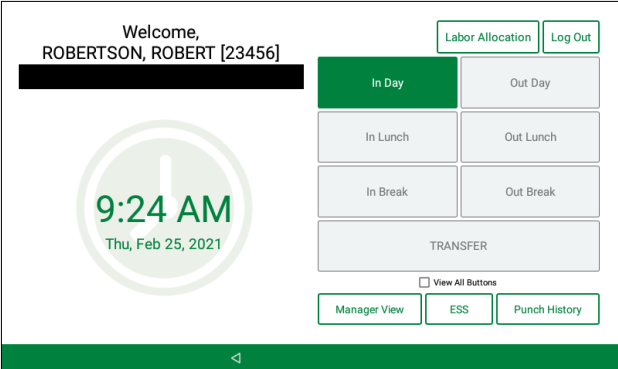
to Use the Biometric Clock

TIME AND ATTENDANCE

STEP 2

If you are using the Android Time Clock, press the appropriate punch.

If you need to allocate your time, press “Transfer” and select the appropriate department or office.



Welcome,
ROBERTSON, ROBERT [23456]

Labor Allocation Log Out

In Day Out Day

In Lunch Out Lunch

In Break Out Break

TRANSFER

☐ View All Buttons

Manager View ESS Punch History

9:24 AM
Thu, Feb 25, 2021



HELPFUL TIPS

Options on time clocks may vary. For example, access to Employee Self-Service® is not available on all time clocks.

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