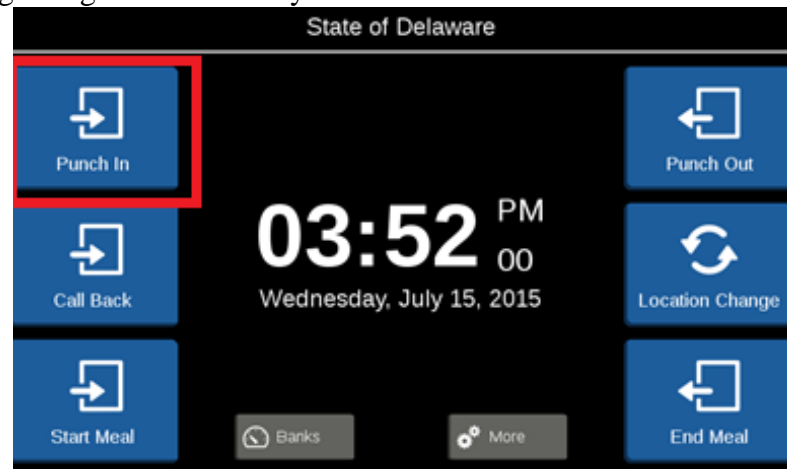


DHSS Job Aid 14: Clocking- How to use the Time Clock

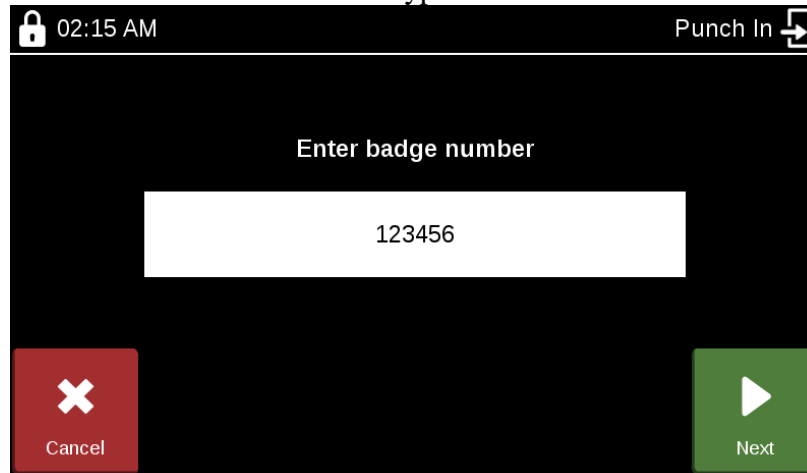
1. *EmpCenter 4000* is the name of the Time Clock that DHSS is using. This Time Clock requires entry of your Employee ID and biometric fingerprint with each transaction.



2. To clock in at the beginning of the work day select **Punch In**.



3. Enter your Employee ID number on the numeric keypad and wait for verification.

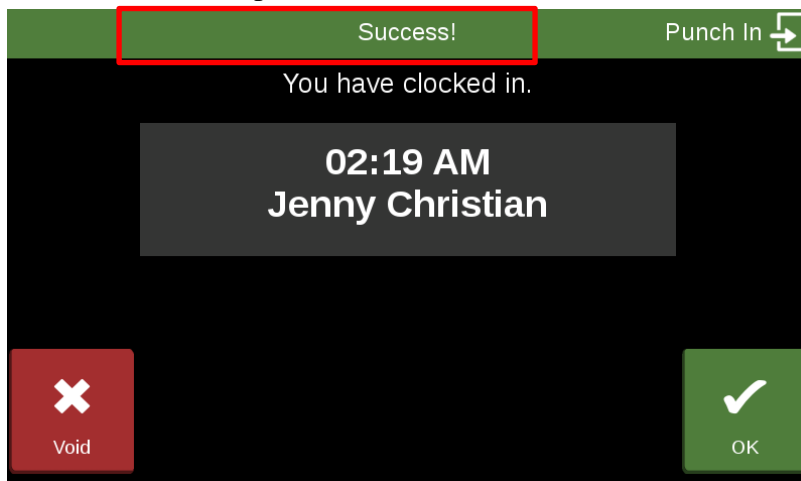


4. Next, the clock prompts for the biometric verification fingerprint. The employee will place a finger flat on the reader. The employee will have a maximum of three attempts at a confirmed fingerprint scan.

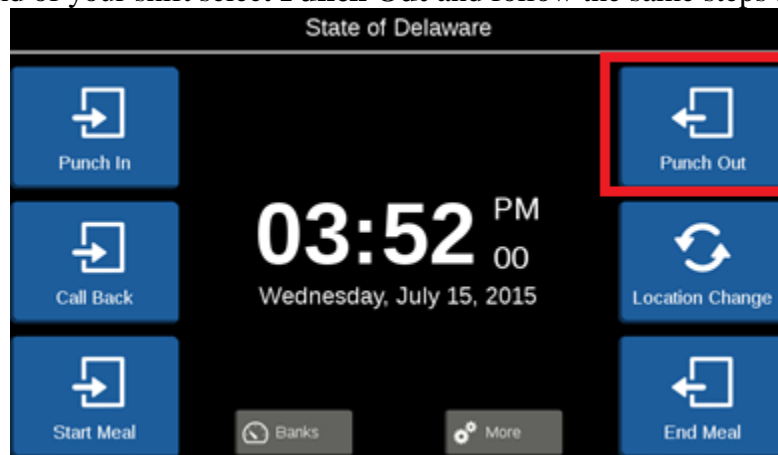
- Fail: “Verification failed” – Transaction failed
- Pass: Proceeds to results screen



5. With each successful clock in and out punch, the results screen will show success.

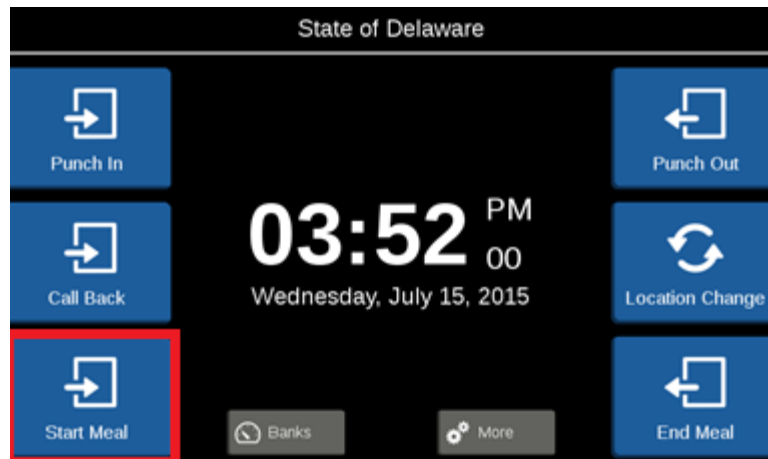


6. To clock out at the end of your shift select **Punch Out** and follow the same steps as Punch In.

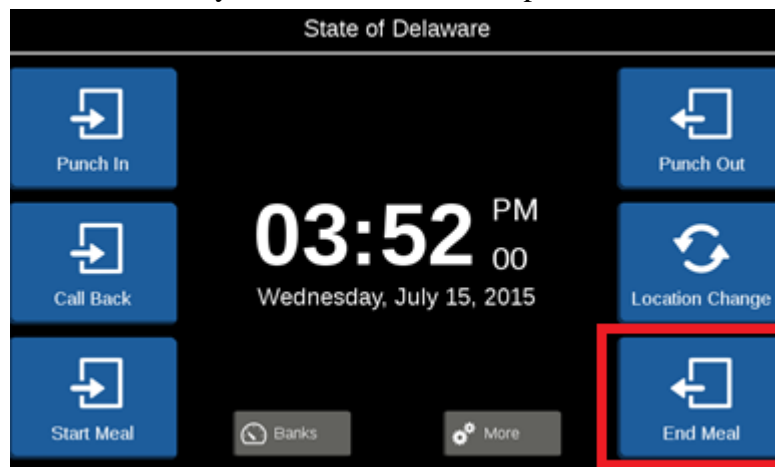


7. Meal breaks are auto deducted after 5 hours; please follow your Hospital's policy on clocking out for meal breaks.

Select **Start Meal** to Punch Out and begin your lunch break.



Select **End Meal** to Punch In when your lunch break is complete.



Note: Governor Bacon and DHCI employees must clock in and out for meals if they are leaving campus grounds.

8. **Important Features:**

- The *EmpCenter 4000* Time Clock is able to record time entry attempts even when there is a loss of power or clocks are offline.
- Users will have an initial profile set up to use the system which will consist of a primary and secondary fingerprint.
- Managers will be able to pull reports to review clock in/out entries including failed attempts to monitor attendance tracking.