



SWIPING PROCEDURES



Follow the below procedures for both in and out swipes.

1. Swipe your identification card with the picture side of the identification card facing you and the bar code toward the card reader. With the photo positioned at the bottom, slide the card from the top of the card reader to the bottom.

NOTE: Before inserting the identification card into the card reader, ensure that the bar code on the identification cards is clean and dry.

2. Place your right hand into the mouth of the clock above the pegs. **You do not need to place your hand on the card reader platform or make contact with the finger pins.**
3. If needed, move your hand, very slightly from left to right, until the red alignment lights on the display go out.
4. When the green light flashes, a low-toned "beep" is heard, and the screen displays "OKAY," your swipe has been accepted.

* If you have further questions about swiping procedures refer to the Finance Division website FAQs.

** If the time clock malfunctions or does not accept the swipe, the member will notify their immediate supervisor and the Help Desk at "4-DATA".

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