

Time Entry

As a Non-exempt Realtime employee, you must record time at the beginning and end of your shift. This document provides instructions for employees who only have one job, or who do not charge time to contracts or grants. *(If you have more than one job, or wish to associate time with a contract or grant, please refer to the section entitled "Entering Time If You Work Multiple Jobs, or on Contracts, or Grants".*

Recording a Punch	
<ol style="list-style-type: none">1. Slide your Cal1 ID card (with the magnetic strip facing away) through the card reader.2. If the punch is successful, the indicator light will flash green and you will hear a single tone.	
<ol style="list-style-type: none">3. The terminal will also display an "Accepted: Punch" message.	

Punch Error Messages

If your punch is rejected, the indicator light flashes red. Look for the error message on the terminal display:

- Error Reading Badge – You may have swipe improperly. Try again.
- Unknown Home Employee – See your supervisor.
- Rejected Punch – You are attempting to punch too soon after your previous punch. You need to wait for 1 minute before you can perform another punch.