

Using a Time and Attendance Kiosk

Verify screen display is "Waiting for Scan"

If incorrect screen is displayed please contact building secretary or tech assistant

Scan your key card (copy card) at the kiosk.



If your sign in was successful, you will see a "Success!" message with the location and job type you are working, your time is being recorded.



When you are ready to sign out, follow the same steps as shown above.

If the sign in was unsuccessful, an error message will appear. If you receive an error message, please report the exact wording of the message to your Administrator or Building Secretary.