

Using UKG InTouch Clocks



How to Clock-In (In-Punch)

○ Regular (non-student) employees:

- Do not select any options from the clock.
- Swipe your Cardinal Card (BSU ID) through the card reader slot ¹.
 - The InTouch clocks uses the **magnetic stripe** of your Cardinal Card.
 - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
- If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
 - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
 - You are not allowed to swipe more than once within a two-minute period. If you accidentally swipe a second time within the two-minute period, you will receive the error "**Punch rejected...You are attempting to punch too soon after your previous punch...**". This error can be ignored, since your first punch was already accepted.
 - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.



○ Regular (non-student) employees with a "Labor Transfer":

- Press the "Labor Transfer" option on the clock ³.
- Swipe your Cardinal Card (BSU ID) through the card reader slot ¹.
 - The InTouch clocks uses the **magnetic stripe** of your Cardinal Card.
 - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- A list of active assignments (jobs) will be displayed.
 - Select the assignment you are clocking into from the list presented.
- A list of valid labor accounts will be displayed.

(Note: If no list is shown, or an error message is displayed, then your assignment is not setup to transfer to a different labor account.)

 - Select the labor account from the list.
 - Verify that the assignment and labor account is correct then press on **submit** to complete the clock-in process.
 - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
 - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
 - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
 - You are not allowed to swipe more than once within a two-minute period. If you accidentally swipe a second time within the two-minute period, you will receive the error "**Punch rejected...You are attempting to punch too soon after your previous punch...**". This error can be ignored, since your first punch was already accepted.
 - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

○ Student employees:

- Press the "Job Transfer" option on the clock ².
- Swipe your Cardinal Card (BSU ID) through the card reader slot ¹.
 - The InTouch clocks uses the **magnetic stripe** of your Cardinal Card.
 - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- A list of active assignments (jobs) will be displayed.
 - Select the assignment you are clocking into from the list presented.
 - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
 - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
 - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
 - You are not allowed to swipe more than once within a two-minute period. If you accidentally swipe a second time within the two-minute period, you will receive the error "**Punch rejected...You are attempting to punch too soon after your previous punch...**". This error can be ignored, since your first punch was already accepted.
 - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

How to Clock-Out (Out-Punch)

○ ALL EMPLOYEES:

- Do not select any options from the clock.
- Swipe your Cardinal Card (BSU ID) through the card reader slot ¹.
- Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).