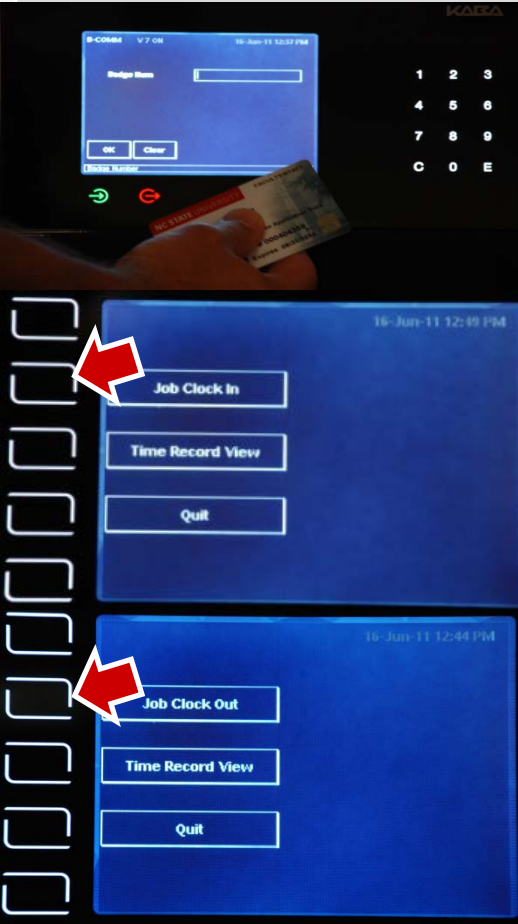# Time Collection Quick Reference Guide

Clocking In

➢ **Hold your NCSU ID badge within a few inches of the ID reader.**
   o **Note:** The screen will briefly display employee information associated with the badge then provide screen options to select**.**

➢ **Touch the "Job Clock In" key on the left side of the screen display to clock in.**
   o **Note:** If you work multiple jobs you will have to select the scheduled job activity before clocking in.
➢ Always follow the onscreen or guide by light instructions.

Clocking Out

➢ **Hold your NCSU ID badge within a few inches of the ID reader.**
➢ **Touch the "Job Clock Out" key on the left side of the screen display to clock out.**
➢ Always follow the onscreen or guide by light instructions.

Exception Notification	If for any reason you are unable to access the clock, **notify your manager immediately and report the issue**. Please note any errors or screen messages. Also check with your manager for alternative Time Collection Devices (TCD) to punch In/Out.