

This is a "cheat sheet": Circle your clock-in method, make copies and distribute to your employees!



The TimePilot system: Clocking in and out



Receptor

Clocking in with the iButton

1. Gently hold the button on the receptor on the station until the station emits a beep. The screen will display your name and — depending upon how the software is set up — the number of hours you've worked in this pay period, the date and time you last clocked in or a notice that you've been sent a message. (See below for instructions on how to retrieve the message.)
2. To indicate that you're clocking in, press the "In" button. A ">" symbol will appear on the screen to the left of your name to verify that you've clocked in correctly. To indicate that you're clocking out, press the "Out" button. The ">" symbol will disappear.

Clocking in with the keypad

1. Enter your four-digit employee ID number on the keypad. The station will emit a beep and the screen will display your name and the number of hours you've worked in this pay period.
2. To indicate that you're clocking in, press the "In" button. A ">" symbol will appear on the screen to the left of your name to verify that you've clocked in correctly. To indicate that you're clocking out, press the "Out" button. The ">" symbol will disappear.

Clocking in with the keypad and PIN number

1. Enter your four-digit employee ID number on the keypad. The station will emit a beep and the screen will display your name and — depending upon how the software is set up — either the number of hours you've worked in this pay period or the date and time you last clocked in.
2. Enter your four-digit PIN number.
3. To indicate that you're clocking in, press the "In" button. A ">" symbol will appear on the screen to the left of your name to verify that you've clocked in correctly. To indicate that you're clocking out, press the "Out" button. The ">" symbol will disappear.

Clocking in with the iButton and PIN number

1. Gently hold the button on the receptor on the station until the station emits a beep. The screen will display your name and — depending upon how the software is set up — either the number of hours you've worked in this pay period or the date and time you last clocked in.
2. Enter your four-digit PIN number.
3. To indicate that you're clocking in, press the "In" button. A ">" symbol will appear on the screen to the left of your name to verify that you've clocked in correctly. To indicate that you're clocking out, press the "Out" button. The ">" symbol will disappear.

Messages

If you've been sent a message, when you use the station for any reason (clocking in or out, going off or on site, etc.), the second line of the display screen will tell you that a message is waiting. To read a message and keep it in memory, press the "#" (pound) key on the keypad. To read a message and delete it after reading, press the "*" (star) key on the keypad.

NOTE: Once a message is deleted, it cannot be retrieved!

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This is a "cheat sheet": Circle your on-site/off-site method, make copies and distribute to your employees!



The TimePilot system: On site/off site

This function of the TimePilot system is used to keep track of employees who are on the clock but don't necessarily spend their entire day at the facility (making a delivery, for instance). When an employee indicates he or she is off site, the TimePilot In/Out Manager displays that fact.



Receptor

Indicating that you are going off-site or on-site is much like clocking in or out. For detailed instructions, choose the appropriate method below.

Going off site or returning on site with the iButton

1. Gently hold the button on the receptor on the station until the station emits a beep. The screen will display your name and the number of hours you've worked in this pay period.
2. To indicate that you're going off site, press the "OFF site" button. To indicate that you're returning on site, press the "ON site" button. When you're listed as on-site, a ">" symbol will appear on the screen to the left of your name. When you're listed as off-site, the symbol does not appear.

Going off site or returning on site with the keypad

1. Enter your four-digit employee ID number on the keypad. The station will emit a beep and the screen will display your name and the number of hours you've worked in this pay period.
2. To indicate that you're going off site, press the "OFF site" button. To indicate that you're returning on site, press the "ON site" button. When you're listed as on-site, a ">" symbol will appear on the screen to the left of your name. When you're listed as off-site, the symbol does not appear.

Going off site or returning on site with the iButton and PIN number

1. Gently hold the button on the receptor on the station. The station will emit a beep and the screen will display your name and the number of hours you've worked in this pay period.
2. Enter your four-digit PIN number.
3. To indicate that you're going off site, press the "OFF site" button. To indicate that you're returning on site, press the "ON site" button. When you're listed as on-site, a ">" symbol will appear on the screen to the left of your name. When you're listed as off-site, the symbol does not appear.

Going off site or returning on site with the keypad and PIN number

1. Enter your four-digit employee ID number on the keypad. The station will emit a beep and the screen will display your name and the number of hours you've worked in this pay period.
2. Enter your four-digit PIN number.
3. To indicate that you're going off site, press the "OFF site" button. To indicate that you're returning on site, press the "ON site" button. When you're listed as on-site, a ">" symbol will appear on the screen to the left of your name. When you're listed as off-site, the symbol does not appear.