

Wartburg College

Timeclock Instructions & Locations

Wartburg College ID Card

Each Wartburg College student is issued one Wartburg College student ID card free of charge upon enrollment. Wartburg College student ID cards can be acquired in the Dining Services Office in the Saemann Student Center during standard office hours.

There is no cost for replacement of damaged/worn cards or requests for new cards due to name changes. However, a \$20 replacement fee will be charged for lost or stolen cards.



Upon acquiring an on-campus job, students will utilize their Wartburg College ID card to punch in and out at the various timeclocks on-campus.

To Clock In:

1. Press the blue button by **Punch In**.
2. Hold your Wartburg College student ID card in front of the proximity reader on the right side of the timeclock. (Do not swipe your ID card like a credit card.)
3. Press the blue button next to **List** to display your on-campus position(s).
4. Use the arrow keys to toggle among your on-campus positions and highlight (a box around the text) the correct position in which you wish to clock into at the moment.***
5. Enter the **Enter** key (or big button with a back arrow) twice.
6. The screen will indicate that you are now punched in and will return to the default menu after a few seconds.

*** Pay close attention to the position titles you are selecting from the **List** function at the timeclock. Student position titles differ by ending in various codes. Academic year codes include FWS (Federal Work-Study), CS (Community Service) and CE (Campus Employment). They should be used from September 1st to day of graduation. The summer code is CES (Campus Employment Summer) and should be used from the day after graduation to August 31st. Students may see various position codes in their list of positions at the timeclock during transitional periods throughout the year.

To Clock Out:

1. Press the blue button by Punch Out.
2. Hold your Wartburg College student ID card in front of the proximity reader on the right side of the timeclock. (Do not swipe your ID card like a credit card.)
3. The screen will indicate that you are now punched out and will return to the default menu after a few seconds.




Additional Timeclock Features:

- Review Punches: Displays punches recorded.
- View Schedule: Displays your schedule, if one has been assigned to you by your supervisor in the time system. The scheduling feature is not often used.
- Read Messages: Displays messages sent to you via your supervisor or Student Employment Office.
- Timecard Totals / Timecard Details: Displays different views of your hours worked.

Timeclock Buttons:

Special keys to use when you enter data

The following table shows the symbols used for specific keys on the Series 4000 terminals for data entry operations.

The symbol on the key	Description of the key
 ESC	The Escape key. Press this key to perform the following operations: <ul style="list-style-type: none">• Cancel the transaction that you are performing.• Restore the previous settings on a configuration screen.• If the terminal is in Maintenance or Manager mode, return the terminal to the default menu in Employee mode.• For transactions using the terminal Web browser interface, go back one screen.
 ←	The Backspace key. Press this key to remove characters from a field, one character at a time from right to left.
 CLR	The Clear key. Press this key to remove all data in a field.
← ENTER ↵	The Enter key. Press this key to accept data in a field and move to the next field. If you are in the last field of a transaction, pressing the Enter key initiates the transaction validation.
↑ SHIFT	The Shift key. Press this key while you press other keys to produce uppercase letters or other special characters. The Shift key is available only on an alphanumeric keypad.

Additional Guidance:

- Always use a timeclock to punch in and out at that is closest to the department or facility in which you are working.
- Do not move too quickly or too slow when placing your Wartburg College student ID card in front of the proximity reader. The timeclock may not recognize your punch and you will not be able to fulfill your transaction.
- Do not hold your Wartburg College student ID card in your hand while punching buttons on the timeclock. The proximity reader on the timeclock may recognize it and cause an error with your transaction.
- Wait at least one minute between punching out of one position and in to another position. If these transactions are done too quickly, it will cause an error with your transactions.
- Wait one day before utilizing a newly issued Wartburg College student ID card at a timeclock. This will allow the system to properly sync with your new card so it is recognized by the proximity reader at the timeclock.

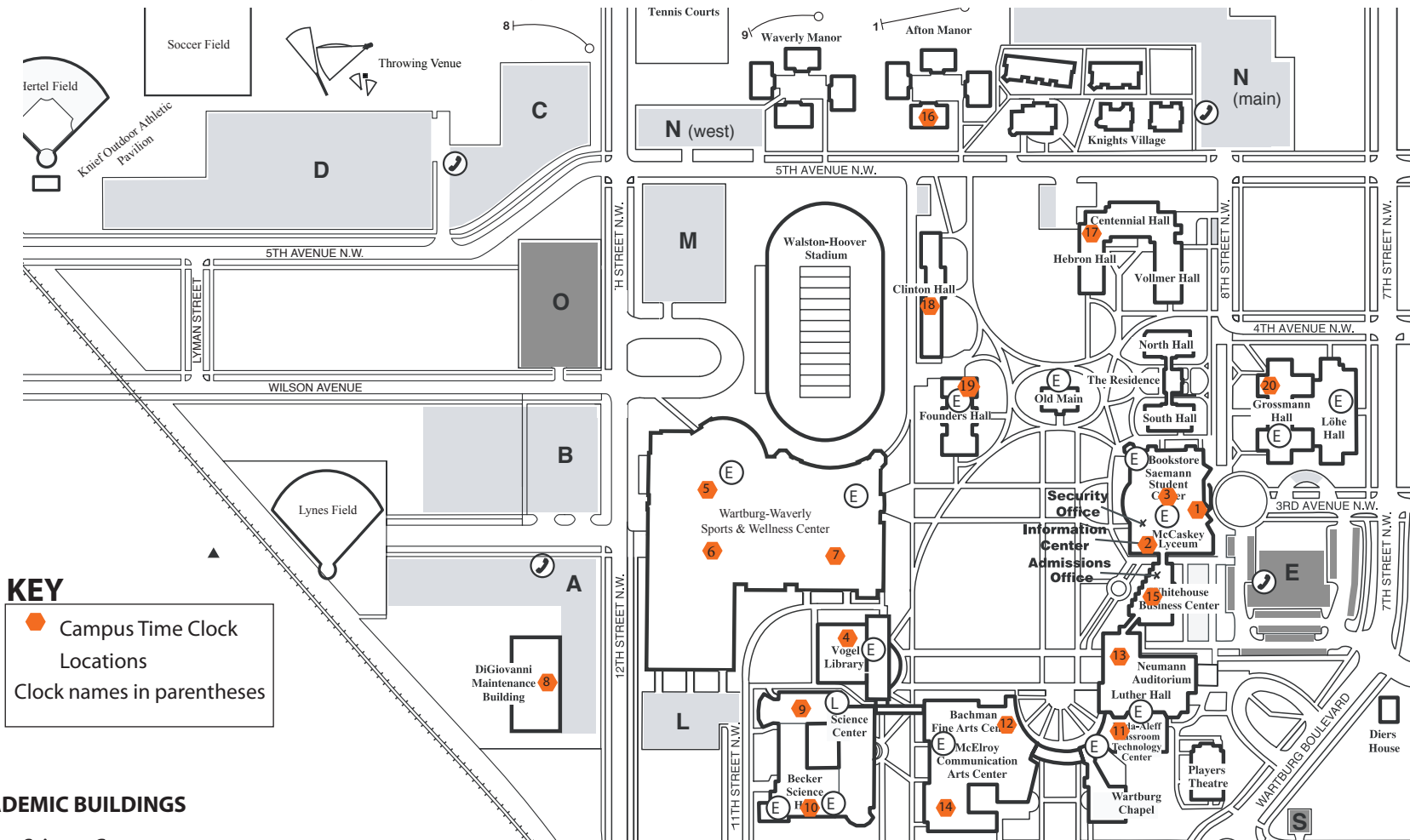
Contact Your Supervisor When:

- **Your Wartburg College ID card is lost, stolen or damaged.**
Students are NOT able to punch in and out at the timeclocks by manually entering their student ID number at the timeclock. Therefore, a student's supervisor will need to manually enter his/her work hours onto his/her timecard until the student can acquire a new ID card.
- **You forgot to punch in or out.**
A student's supervisor will need to manually enter his/her punch onto his/her timecard. Students cannot edit their own timecards.
- **You punched into the wrong position.**
A student's supervisor will need to manually change the student's transfer set (position) on his/her timecard. Students cannot edit their own timecards.
- **No positions or a specific position does not display with the List function.**
Your supervisor will need to contact the Student Employment Office to verify that he/she submitted all of the necessary hire paperwork and/or your student employment forms have been completed in their entirety. Hire paperwork and student employment forms must be submitted to the Student Employment Office four business days prior to a student's start date.

Timeclocks

Timeclocks have been strategically placed around campus. A map of the timeclock locations on campus is included in this document.

Wartburg Campus Time Clock Locations



KEY

- Orange hexagon icon: Campus Time Clock Locations
- Clock names in parentheses

ACADEMIC BUILDINGS

Becker Science Center

- 9. First floor, near Room 107/office in NW hall (SC 141)
- 10. Second floor, near Room 241/office in SE hall (SC 142)

Rada-Aleff Classroom Technology Center

- 11. First floor, near Room 100/ITS (CTC 111)

Bachman Fine Arts Center

- 12. First floor, near Room 107/Orchestra Hall (FAC 161)

Luther Hall

- 13. Second floor, across from Room 216/Registrar's Office (LH 251)

McElroy Communication Arts Center

- 14. First floor, near Room 136 (MC 261)

Whitehouse Business Center

- 15. Second floor, near Room 201/Admissions (WBC 171)

SERVICE BUILDINGS

Saemann Student Center

- 1. First floor, near east restroom (STU 181)
- 2. First floor, Information Desk (STU 183)
- 3. Second floor, Mensa (STU 182)

Vogel Library

- 4. Second Floor, Circulation Desk (LIB 151)

The W

- 5. First floor, in Wet Classroom (W 123)
- 6. First floor, Welcome Desk (W 121)
- 7. Second floor, west exit of Athletic Department Office (W 122)

DiGiovanni Maintenance Building

- 8. First floor, reception area (PHPLT 151)

RESIDENCE HALLS

Afton Manors (Cornils)

- 16. First floor, east entry (AFTON 231)

Centennial Hall

- 17. Ground floor, Lounge (CENT 221)

Clinton Hall

- 18. First floor, lounge (CLINS 211)

Founders Hall

- 19. Ground floor, north hall (FDS 191)

Grossmann Hall

- 20. First floor, lounge (GRO 241)