

Setting Up a Time Clock Employee

PROCEDURE

1. Enter the employee's badge number into the badge table.
 - a. Navigator > Workforce Administration > Personal Information > Badge

The screenshot shows the 'Badge Type' form. At the top, there are navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. Below this, there are search fields for 'Badge Type' (containing 'CLK') and 'Empl Record' (containing '0'). The main section is titled 'Badge Information' and contains several fields: '*Effective Date' (06/20/2017), '*Status' (Active), '*Badge Number' (empty), 'Comment' (empty), 'Effective Sequence' (0), and 'Expiration Date' (empty). There are also '+' and '-' buttons for some fields.

2. Update the Time Reporter Profile for the Time Clock Employee by entering the TCD group and the Restriction Profile ID.
 - a. Navigator > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

The screenshot shows the 'Time Reporter Data' form. At the top, there are navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. The form contains several fields: '*Effective Date' (07/01/2017), '*Status' (Active), '*Time Reporter Type' (Elapsed Time Reporter), 'Elapsed Time Template' (00EE_ELPSD), 'Punch Time Template' (empty), 'Time Period ID' (empty), '*Workgroup' (00EXR12M), '*Taskgroup' (PSNONCATSK), 'Task Profile ID' (empty), 'TCD Group' (highlighted in yellow), 'Restriction Profile ID' (highlighted in yellow), 'Rule Element 1' through 'Rule Element 4' (all empty), 'Time & Absence Approver' (0038559), and 'Time Zone' (EST). There are also '+' and '-' buttons for some fields.

3. Once these elements are entered, the badge information for the employee will flow into BCOMM during the syncs and the employee will then be able to use the time clock.

