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

2. Update the Time Reporter Profile for the Time Clock Employee by entering the TCD group and verify the Status shows as Active.
   a. Navigator > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

3. Once these elements are entered, the badge information for the employee will flow into BCOMM during the syncs.

4. Validation of the Badge Data entry and the Maintain Time Reporter Panel can be reviewed by running the following queries:
- BOR_TL_BCOMM_BADGE_NUM - To review badge data in B-COMM and PeopleSoft

- BOR_TL_BCOMM_BADGE_MISMATCH – To review mismatched badge data between B-COMM and PeopleSoft.

- BOR_TL_AUDIT_TIME_REPORTER_DAT – To review the Maintain Time Reporter Panel.

Note: If employees experience issues when punching at the clock the above queries should be reviewed. Also verify the setup on the Maintain Time Reporter Panel is correct.