

Target Audience: ☒ All employees  
☐ Managers  
☐ Timekeepers

Mary Free Bed  
Rehabilitation



## Workday Job Aid: ‘Clock in and out using a physical ZKTeco Timeclock’

### Objective:

Provide a step-by-step guide on how to clock in for a shift, clock in and out for meal breaks, clock out of a shift, transfer from one role/department to another and view your time off balances and punch details. Employees who have access to these clocks can use all features listed above. These punches need to be audited in Workday for accuracy at the end of every pay-period. This is the responsibility of all employees to ensure accuracy of pay-checks and timely pay. Clocking procedures are up to leader/department discretion, and employees are expected to abide by guidelines set forth within their role/department from their leader.

### Steps to Complete:

#### Step 1: Find Clock and View Home screen

- Find a ZKTeco Clock and view the options on the home screen.  
 \*The arrows indicate being able to change between languages (default will be English) and then verbal commands for those with vision impairment.



#### Step 2: Select Option and swipe badge

- Options below are available for all users on ZKTeco Timeclocks. You must select an icon BEFORE swiping your badge on the timeclock. You will place your badge on the right hand side of the timeclock to punch in/out.

ZKTeco Icon	Description
Check-In	Starting/initial punch for shift
Meal Start	Checking out of shift for lunch break
Meal End	Checking back in to shift from lunch break
Check Out	Ending/last punch for a shift
Transfer In	Moving from one position, time entry code or cost center to another
Accrual Balance	Displays current PTO/EII balances
Punch Info	Displays last punch information for employee



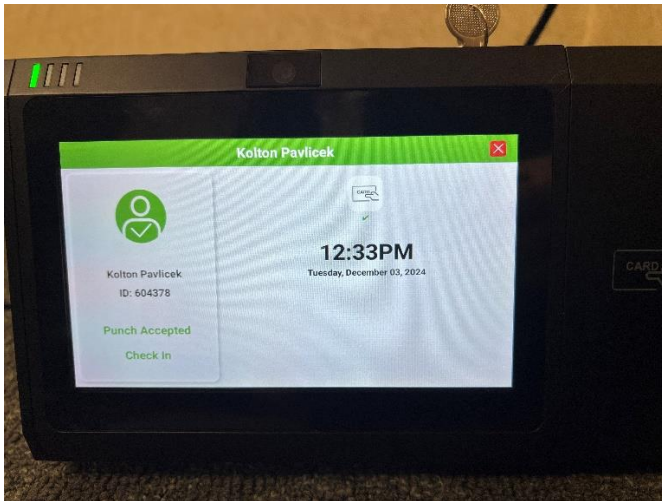
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### Step 3: Successful Clocking on Timeclock

Below shows what an employee will see when their punch is accepted. If you do not see the green ‘Punch Accepted’ screen, please see step 4.



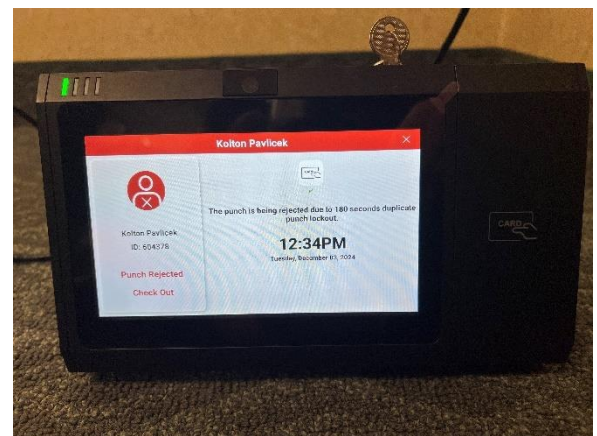
Above Example of an Accepted Punch

### Step 4: Rejected Clocking on Timeclock

If you received the below “Rejected Punch” screen, it may be for a variety of reasons. There is a 3 minute (180 seconds) lockout for employee punches. This means you cannot “re-punch” within 3 minutes of your last punch. This does NOT apply for multiple employees punching in one after another at the beginning/end of a shift.

You might also be punching into a cost center/role that does not apply to you. Please ensure all data you’re entering is accurate.

If you receive the “User Unknown” error, please reach out to [HR@maryfreebed.com](mailto:HR@maryfreebed.com) for assistance, as well as notifying your leader of your clocking error so it can be documented.



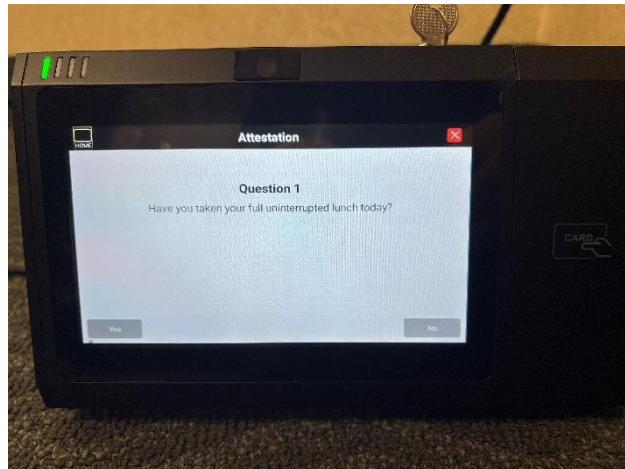
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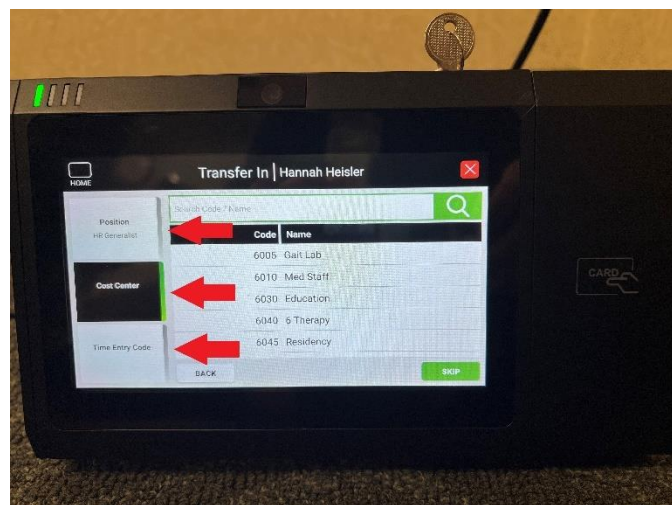
## Step 5: Clocking out of a shift

If you are punching out for your shift/the last punch of the day, you will see the “Uninterrupted Lunch Attestation”. Please indicate if you did or did not take a full, uninterrupted lunch during your shift. You should respond ‘Yes’ or ‘No’ and then it will confirm your punch is accepted and complete.



## TRANSFER IN: Transferring from one role/department to another in a single shift

When working in multiple roles/departments within a single shift, you do NOT need to clock out of one role and into another. You can select ‘Transfer In’ on any ZKTeco clock, and select appropriate ‘Position’, ‘Cost Center’ and ‘Time Entry Code’ for the secondary role in which you’re moving to. This will clock you out of the first role, and into the second role for the shift. You will still be required to clock out of the second role for the day at the end of your shift. This can also be used if you need to clock in to a different department/cost center for your initial punch.





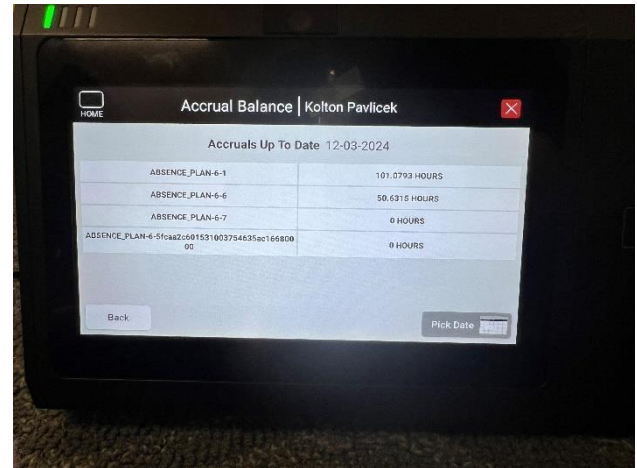
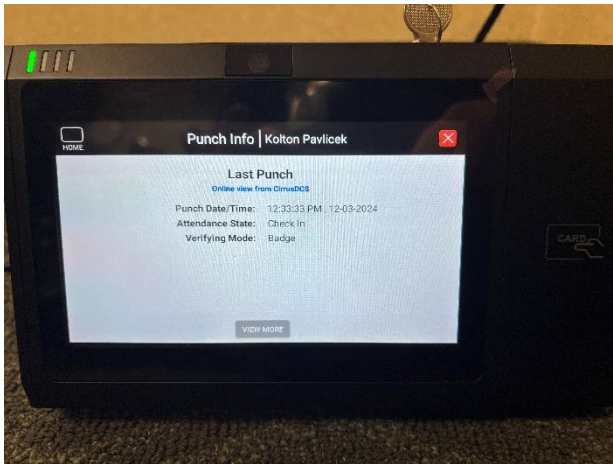
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## Additional Notes: Last Punch Info or Accrual Balances

Below are examples of what you will see when you select ‘Punch Info’ or ‘Accrual Balance’. You are NOT able to request time off on a ZKTeco Timeclock. This can only be done in your Workday account.



## Additional Notes:

- If you receive the “User Unknown” error, please reach out to [HR@maryfreebed.com](mailto:HR@maryfreebed.com) for assistance, as well as notifying your leader of your clocking error so it can be documented.
- Employees are responsible for auditing their punches in Workday at the end of each pay-period. This reduces delays of payment and inaccuracies.
- If you do NOT swipe your badge first, you will receive the error “Fast Punch Disabled – Please select function key”
  - This means your punch was NOT accepted and completed. Please ensure you’re selecting an icon on the homepage first, then swiping your badge.

## Revision History

Revision Date	Author	Description	
12/3/2024	Hannah Heisler	Clocking on ZKTeco Timeclock	Initial draft