Clocking In/Out on Terminal
AFSCME 3472

1. Select an option:
   - **Punch In** is on the left.
   - **Punch Out** is on the right.

2. **Tap your UD ID card** at the bottom of the terminal where it says, *Workforce Software/Making Work Easy.*

3. **Punch Success**
   - The screen will show your name and the time of your punch in or punch out.
PLEASE NOTE:

- **Punch in/Punch out** are the only functions on the terminal. This appears as “regular time” on your timesheet.

- If you are clocking-in for a **call-in** or adding **scheduled overtime**, manually add a time slice, or edit an existing slice on your timesheet. See job aids called:
  - *Timesheet – AFSCME 3472 Call-in Pay*
  - *How to Add Time for Scheduled Overtime (AFSCME 3472).*

- If the terminal is not working or damaged, notify an M&O manager as soon as possible.
  - The M&O manager can notify Sheila Boyle or the UD WorkForce team about the issue.