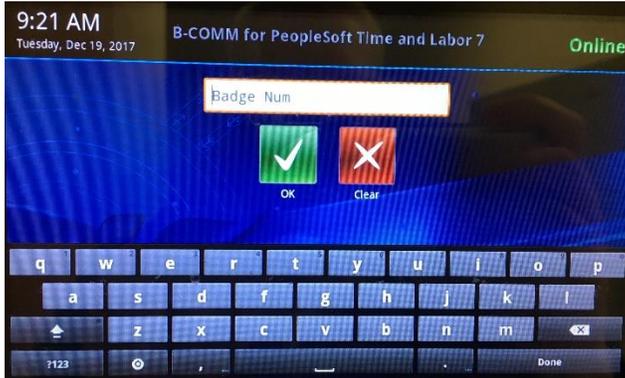


Using the Time Clock

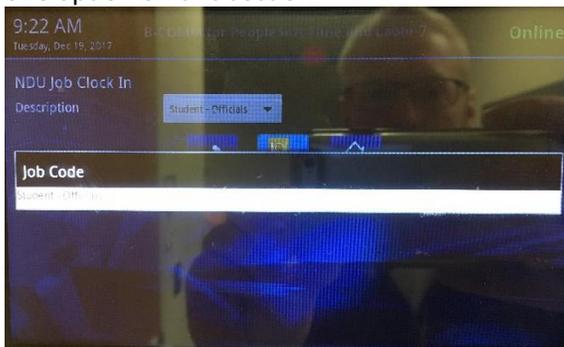
1. At the home screen, swipe your ID card or type in your ID number and hit OK.



2. To clock out, press the "Clock Out" button on this screen. To clock in, click "NDU Job Clock In."



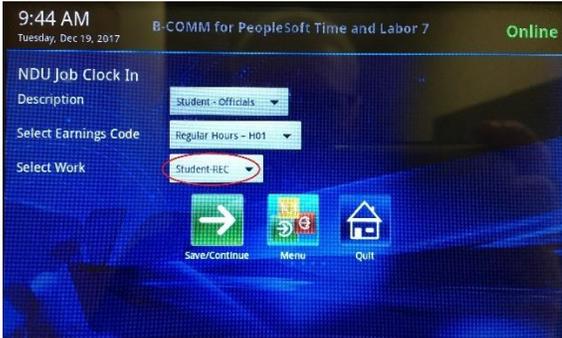
3. Click the appropriate job that you would be clocking in to start your shift. You may only have one option on this section.



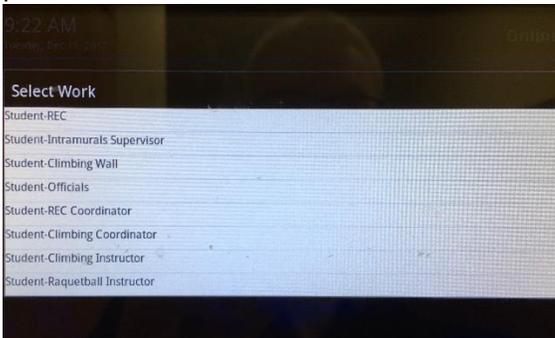
4. Once you have selected their position, click "Continue."



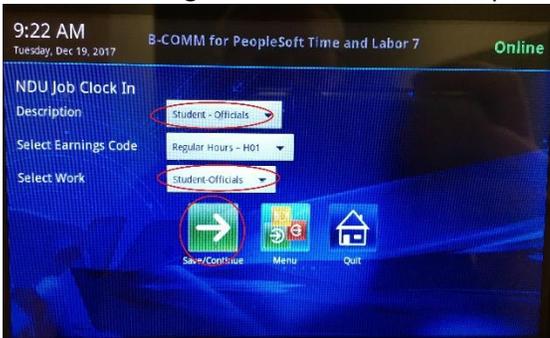
- The following screen appears with three boxes. The first and third boxes **must always match**. Some positions will default to the correct position and some will not. If you need to change the position, click the third box.



- The options for every position under the area supervisor will appear. Click the appropriate position to match the first box.



- After confirming the two boxes match, tap "Save/Continue" to sign in.

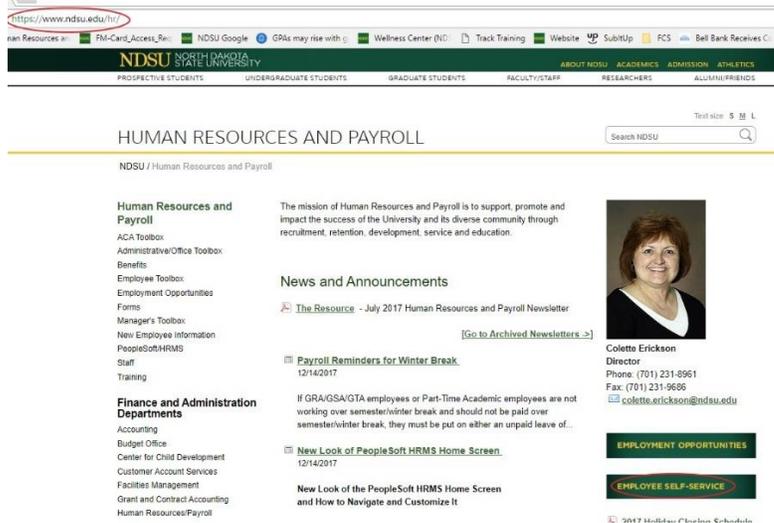


If the time clock does not work, please use the following steps to sign in using the HRMS system.

Web Clock

If the time clock is not working, use the computer at short desk at the Customer Service Desk to sign in using the following steps.

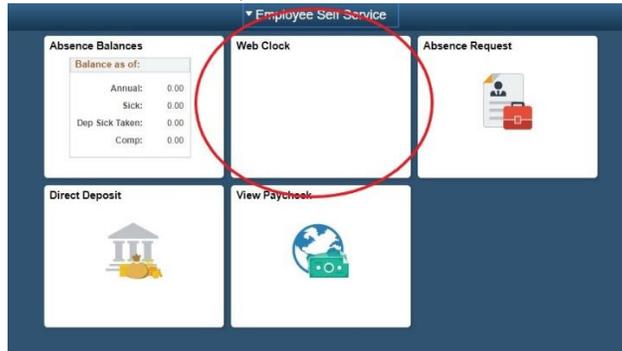
1. Go to [ndsu.edu/hr](https://www.ndsu.edu/hr) and click on the “Employee Self Service” link. The link may already be up as a favorite on the computer up front.



2. Use your Campus Connection information to log in.



3. On the front screen, click on the tile for the Web Clock.



4. If you have multiple positions, the following screen will appear. If not, it will skip immediately to step 5.

Web Clock
Select Job Title

Amanda Escalona Antunez
Please select the appropriate job from the list below.

Select Job Title

Job Title	Empl Record	Department ID	Department
Std Dining WDC		0 3410	Dining
Student - Customer Service		1 3450	Wellness Center
Student-Customer Service Coord		2 3450	Wellness Center

5. Select either “In” or “Out” on the punch type and select “Enter Punch” to record their punch.

Web Clock
Enter Punch

Alina Castro Employee ID: 0
Job Title: Student - CSD Intern Empl Record: 0

Enter Punch
Enter Punch Type, relevant time and task information. Save with Enter Punch button.

*Punch Type: [Dropdown menu] Enter Punch

Time Zone: CST Central Time (US)

Override Combo Cd: [Dropdown menu]

Time Reporting Elements

Day: Tuesday

Time Reporting Code: Regular Hours - H01

Comments: [Text area]

Enter Punch

View Holiday Schedule
Self Service
Time Reporting

If you are unable to punch in either using the time clock or the web clock, use the clipboard behind the Customer Service Desk to write down your time. Only use this if you are unable to use the previous two options.