Using UKG InTouch Clocks

How to Clock-In (In-Punch)

- **Regular (non-student) employees**:
  - Do not select any options from the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot.
    - The InTouch clocks uses the **magnetic stripe** of your Cardinal Card.
  - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
  - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
  - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
  - You are not allowed to swipe more than once within a two-minute period. If you accidentally swipe a second time within the two-minute period, you will receive the error **“Punch rejected...You are attempting to punch too soon after your previous punch...”**. This error can be ignored, since your first punch was already accepted.
  - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

- **Regular (non-student) employees with a “Labor Transfer”**:
  - Press the “Labor Transfer” option on the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot.
    - The InTouch clocks uses the **magnetic stripe** of your Cardinal Card.
  - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
  - A list of active assignments (jobs) will be displayed.
  - Select the assignment you are clocking into from the list presented.
  - A list of valid labor accounts will be displayed.
    - (Note: If no list is shown, or an error message is displayed, then your assignment is not setup to transfer to a different labor account.)
  - Select the labor account from the list.
  - Verify that the assignment and labor account is correct then press on **Submit** to complete the clock-in process.
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
  - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
    - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
    - You are not allowed to swipe more than once within a two-minute period. If you accidentally swipe a second time within the two-minute period, you will receive the error **“Punch rejected...You are attempting to punch too soon after your previous punch...”**. This error can be ignored, since your first punch was already accepted.
    - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

- **Student employees**:
  - Press the “Job Transfer” option on the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot.
    - The InTouch clocks uses the **magnetic stripe** of your Cardinal Card.
  - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
  - A list of active assignments (jobs) will be displayed.
  - Select the assignment you are clocking into from the list presented.
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
  - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
    - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
    - You are not allowed to swipe more than once within a two-minute period. If you accidentally swipe a second time within the two-minute period, you will receive the error **“Punch rejected...You are attempting to punch too soon after your previous punch...”**. This error can be ignored, since your first punch was already accepted.
    - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

How to Clock-Out (Out-Punch)

- **ALL EMPLOYEES**:
  - Do not select any options from the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot.
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).

For more information please visit the Payroll’s website at [http://www.bsu.edu/payroll/](http://www.bsu.edu/payroll/).