How do I punch and transfer my time at the timeclock for Dimensions?

Timeclock Overview

1. Timeclocks have a touch screen. Please DO NOT push on the touch screen
2. The Home Button returns you to the Home screen; it is the ONLY button on the clock that you'll physically press


Punching Your Time

Important! Don't transfer time at the clock if you're punching a scheduled transfer!

If you're working in a **scheduled** location, job, or pay code, **do not** enter a transfer even if you're prompted to.

Our timeclocks have two screens of punch icons to choose from. Use the arrows at the left or right to scroll through the screens until you find the type of punch you need. The screen indicator icon at the bottom shows which screen you're on.
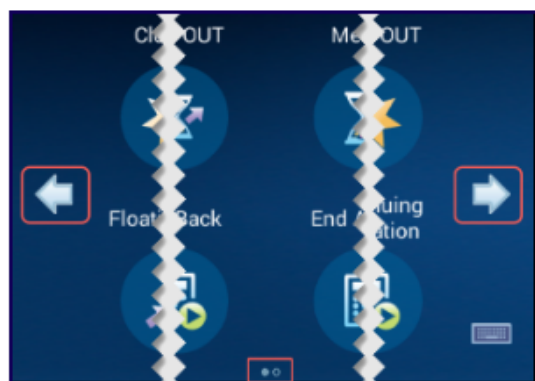
The clock you use may have different transfer icons than the ones shown here.

If you still don't see what you need, use the **all other transfers** instructions then submit a **timecard correction** to fix the transfer on the punch.

Skip to the type of punch you need

- **In punch for a sheduled shift**
- **Meal Break**
- **Out Punch**
- **Call Back**
- **Continuing Education**
- **Required Education**
- **End Activity**
- **Salary Differentials**
- **Shared Leadership**
- **Any other transfer or multiple transfers**
- Click here for the **Punching at the Clock** simulation

Punching in for a scheduled shift

1. Tap **Clock IN**

   - Do not use clock in if you're transferring your time for an **unscheduled shift**
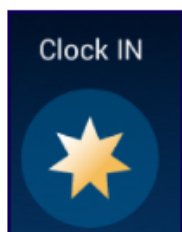
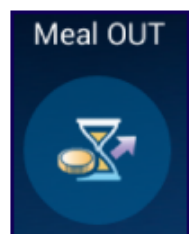

2. Swipe your badge with the barcode facing away from you

3. Verify your punch was accepted

Back to punch types

Punching a meal break

Per policy, if you leave campus you must punch out when you leave and punch back in when you return.
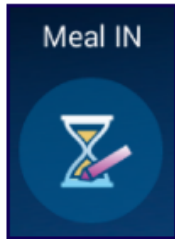
1. Tap the **Meal Out** icon

2. Swipe your badge with the barcode facing away from you

3. Verify your punch has been accepted

When you return

1. Tap the **Meal In** icon

2. Swipe your badge with the barcode facing away from you

3. Verify your punch has been accepted

Back to punch types

Punching Out and Documenting your Meal Break

Caregivers are encouraged to take an uninterrupted 30-minute meal break each shift. If you don't get an uninterrupted meal break, you should be paid for your work during that time. To make sure you're being paid correctly, you'll be asked if you had an uninterrupted meal break when you punch out.

1. Tap the **Clock Out** icon

2. Swipe your badge

3. A new window with question(s) about your meal break will open

- Tap your answer then tap **Enter**

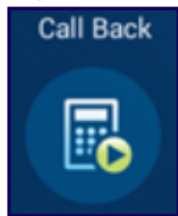4. Verify your punch has been accepted

5. Whatever shift you're working ends when you press enter

Call Back

If you're approved for differentials and you're on-call or called-off but then asked to return to work, use this icon.

Please note: if another transfer is needed on this punch, use the **Float instructions**.

1. Tap **Call Back**

2. Swipe your badge with the barcode facing away from you

3. Tap Review to verify the transfer, then tap **Submit**

Continuing Education

Use this icon for continuing education shifts.

Please note: if another transfer is needed on this punch, use the **Float instructions**.

1. Tap **Continuing Education**

2. Swipe your badge with the barcode facing away from you
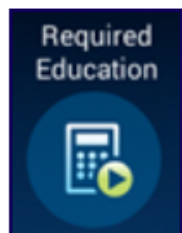
3. Tap Review to verify the transfer, then tap **Submit**

Required Education

Use this icon for required education shifts.

Please note: if another transfer is needed on this punch, use the **Float instructions**.

1. Tap **Required Education**

2. Swipe your badge with the barcode facing away from you

3. Tap Review to verify the transfer, then tap **Submit**

End Activity

If you have transferred to another department or job code and want to end that activity but continue working in your home location.

1. Tap **End Activity**

2. Swipe your badge with the barcode facing away from you

3. This **does NOT punch you out**, it just ends all transfers on your current shift

Salary Diff

Salaried caregivers that work on an observed holiday will use this to bank their autoloaded PTO. Salaried caregivers that are clocking in to receive shift differentials or holiday premium use this icon to receive applicable differentials and premiums for their punched time.

Please note: if another transfer is needed on this punch, use the **Float instructions**

1. Scroll to the second screen
2. Tap **Salary Diff**

   Salary Diff
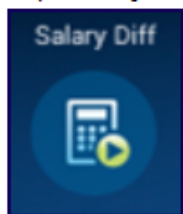
3. Swipe your badge with the barcode facing away from you
4. This does NOT pay above your base rate; this will just apply relevant shift differentials when eligible
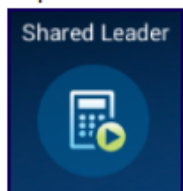5. Verify your punch was accepted

Back to punch types

Shared Leadership

If you're working a shared leadership shift and need to transfer the cost to the shared leadership project.

Please note: if another transfer is needed on this punch, use the **Float instructions**.

1. Scroll to the second screen
2. Tap **Shared Leader**

   Shared Leader

3. Swipe your badge with the barcode facing away from you

4. Verify your punch was accepted

Back to punch types

Floating at the Clock

Use this if you are working an unscheduled shift in another location, work rule, or work activity that isn't listed above, or if you need to make more that one transfer on your punch.

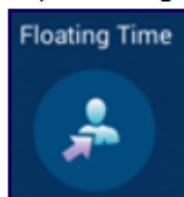1. Tap **Floating Time**

   Floating Time
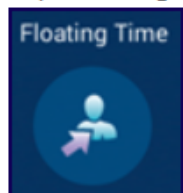
2. Swipe your badge with the barcode facing away from you

Floating at the Clock

Use this if you are working an unscheduled shift in another location, work rule, or work activity that isn't listed above, or if you need to make more that one transfer on your punch.

1. Tap **Floating Time**

2. Swipe your badge with the barcode facing away from you

If you're transferring to a different location or job

- Use the up and down arrows on the right to scroll through locations/jobs
  - *You can also tap **Search**, enter the location you're searching for, then tap Enter to search*
- Once you find the location you want to transfer to, tap it to select it, then tap **Enter**
  - *If the department you are looking for is unavailable, please contact your timekeeper to have the department added to your list*
- If no department transfer is needed, tap **Skip**

If you're transferring to a different Work Rule

- Use the arrows to scroll through available work rules, or use the Search feature
- Once you find the work rule you want to transfer to, tap it to select it, then tap **Enter**
- If no work rule transfer is needed, tap **Skip**

If you're transferring to a Secondary Position

Only a small percentage of caregivers have more than one position

- Use the arrows to select the positions available to you
- If no work rule transfer is needed, tap **Skip**

If you're transferring to a different Work Activity

- Use the arrows to scroll through available work activities (clinical coach, temp lead, temp supervisor, etc.)
- If no work rule transfer is needed, tap **Skip**

If your transfer includes a Project/Grant

- Use the arrows to scroll through available grants and projects
- If no project/grant transfer is needed, tap **Skip**

If your transfer includes a Fund

- Use the arrows to scroll through available funding codes
- If no funding transfer is needed, tap **Skip**

Review your transfer

- On the Review screen, verify you entered the correct transfer(s)
- Tap **Submit** if your punch is correct
- If it's not correct, tap **Back** and re-enter your transfer(s) with the correct information