

LoboTime Employee Terminal Job Aid

The purpose of this job aid is to provide the employee an overview of the terminal for the LoboTime system.

LoboTime Terminal Job Aid

Punching in or out

Terminal Display

Displays the current date, time and soft key labels

Soft Keys

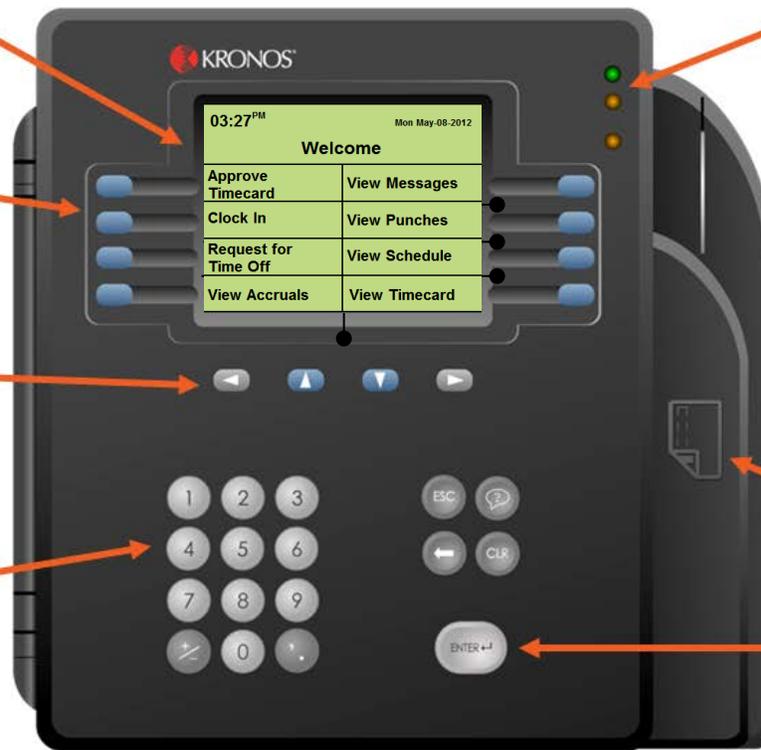
Press soft keys to perform transactions such as labor transfers

Navigation Keys

Use these like cursor keys to move within fields and menus on the display

Keypad

Use to enter data when performing transactions



Status Lights

The top light is green and flashes when the terminal successfully reads a badge

The middle light is orange and flashes when the terminal does not successfully read a badge

The bottom light is orange and indicates whether the terminal is receiving power

Badge Reader

May be a bar code, magnetic stripe, or proximity reader

ENTER Key

Press the ENTER key to save data that you enter on the keypad

- 1 Insert your badge in the badge reader slot so that the bar code or magnetic stripe is facing the badge reader.
- 2 Swipe your badge through the reader from top to bottom.
- 3 If the punch is successful, the top status light flashes green and you hear a single beep.
If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.

How to Use Soft Keys

To use a soft key, do the following:

- 1 Press the soft key (blue button) that you want to use. What happens next depends on the soft key. You may be prompted to enter or accept information.
- 2 To enter information, use the keypad. To accept information, press Enter. To enter your badge, swipe your badge through the badge reader.

Error Messages

Error 01-1: Error reading Badge

What to do: You may not have swiped properly. Try again, following the steps above. If you get the same message, see your Supervisor

Error 06-2: Unknown home employee

What to do: See your Time Manager or Supervisor

Error 05-1: Rejected

What to do: You have already successfully swiped, or, if you are attempting to enter another punch, not enough time has gone by since entering the previous punch. Wait a moment or two, then try again.



Clock in

- 1) Select the Clock In soft key
- 2) Swipe your badge or enter your Banner ID, after successful logon, an approval message will appear on the screen

Approve Timecard

- 1) Select the Approve Timecard soft key
- 2) Swipe your badge or enter your Banner ID, hit enter
- 3) To select a time period, press the soft key that corresponds to the period of time for which you want to view timecard information. The only time periods to approve will be previous pay period or current pay period.
- 4) Hit enter to approve, once accepted an approval message will appear on the screen
- 5) If information is available, the timecard appears. To scroll, use the up and down arrow keys

NOTE: If there is no information to show, a message will appear

Remove Approval

- 1) Select the Approve Timecard soft key
- 2) Swipe your badge or enter your Banner ID
- 3) Select the time period that was previously approved
- 4) To remove approval, hit enter, once accepted an approval message will appear on the screen

NOTE: If outstanding punch exceptions exist, contact your Time Manager or Supervisor before approving time card. The system will not restrict an approval for next time period, however, this is not an option to select and in the event this option is selected, the employee must immediately contact their Time Manager or Supervisor to correct.



Request for Time Off

- 1) Select the Request for Time Off soft key
- 2) Swipe your badge or enter your Banner ID, hit enter
- 3) Select the type of request – Annual, Sick or Comp, move arrow down to create, hit enter
- 4) Select Action – Submit request, move arrow down to continue, hit enter
- 5) Enter the start and end date (format: D.MM.YEAR - 3.07.20.13), move arrow down to continue, hit enter then review the screen and select continue to move to next step
- 6) Enter the start time of request (format: H.MM – 8.00), use right arrow, select am/pm for correct selection, use right arrow to move to next section
- 7) Next enter the length of time for the request for each day (format: H.MM – 4.00), use right arrow to move to submit button, hit enter, once accepted an approval message will appear on the screen

NOTE: The cancel request function is not an active function on the time clock. To cancel your request, an employee can either report it to their LoboTime Manager/Supervisor or if an employee has a pc logon, they can logon to remove the request.

View Accruals

- 1) Press the View Accruals Online soft key
- 2) Swipe your badge or enter your Banner ID, hit enter
- 3) Enter the date to review the accrual balance, (format: M.DD.YEAR - 3.01.2013), use down arrow, then select enter
- 4) The current balance will be displayed
- 5) For more information, scroll up/down using the up and down arrow keys



View Messages

- 1) Press the View Messages soft key
- 2) Swipe your badge or enter your Banner ID, hit enter
- 3) The terminal responds by displaying information
- 4) To move the scroll bar down, press the Down arrow key
- 5) To delete the message, press the Delete soft key

View Punches

- 1) Press the View Punches soft key
- 2) Swipe your badge or enter your Banner ID, hit enter
- 3) The terminal responds by displaying information

View Schedule

- 1) Press the View Schedule soft key
- 2) Swipe your badge or enter your Banner ID, hit enter
- 3) The terminal responds by displaying information
- 4) To select a day, press the soft key that corresponds to the period of time for which you want to view schedule information

View Timecard

- 1) Press the View Timecard soft key
- 2) Swipe your badge or enter your Banner ID, hit enter
- 3) To select a time period, press the soft key that corresponds to the period of time for which you want to view timecard information
- 4) If there is no information to show, a message tells you this
If information is available, the timecard appears. To scroll, use the up and down arrow keys

Best Practices