



Everyday

REMINDER

now

Wellpath Team Members and Contract Workers are required to clock in and clock out!!!

REMINDER

now

HOW TO CLOCK IN / CLOCK OUT:

1. HOLD YOUR ID BADGE SO YOUR PICTURE IS FACING YOU AND THE BARCODE RUNS ALONG THE LEFT SIDE.
2. POSITION THE BADGE INTO THE BLACK MAGNETIC READER BLOCK ON THE RIGHT SIDE OF THE TIMECLOCK FACEPLATE.
3. IN ONE STEADY MOTION, SLIDE YOUR BADGE DOWN THROUGH THE MAGNETIC READER BLOCK.

HOW DO I KNOW IF MY SWIPE IS ACCEPTED?

- YOU WILL HEAR ONLY 1 BEEP FROM THE TIMECLOCK. THE TOP LIGHT ON THE TIMECLOCK WILL TURN **GREEN**.

HOW DO I KNOW IF MY SWIPE IS NOT ACCEPTED?

- AN ERROR MESSAGE WILL APPEAR ON THE DISPLAY PANE.
- YOU WILL HEAR A SERIES OF 3 BEEPS.
- THE MIDDLE LIGHT ON THE TIMECLOCK WILL TURN **RED**.
- TRY TO SWIPE AGAIN: IF YOUR SWIPE IS NOT ACCEPTED, NOTE THE ERROR MESSAGE AND REPORT IT TO YOUR MANAGER TO ENSURE THAT YOUR TIME IS ENTERED INTO THE SYSTEM FOR ACCURATE PAYROLL.