

Payroll Services

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Time Clock Instructions

Use your SNHU ID card to record your work time.

Clock 'IN' at the start of your shift.

- Press 'IN' and swipe card.
- If indicated, use 'BREAK' key to scroll to correct job and press 'ENTER'.

For meal periods:

Use 'LUNCH' key when leaving.

- Press 'LUNCH' and swipe card.

Use 'IN' key when returning.

- Press 'IN' and swipe card.
- If indicated, use 'BREAK' key to scroll to correct job and press 'ENTER'.

Clock 'OUT' at the end of your shift.

- Press 'OUT' and swipe card.





Swipe SNHU ID card with magnetic stripe down and facing right.

Your name, job, and current time will appear here with each punch.



'TIME CARD' used to display total hours worked in the week.

 Valid punch will illuminate green with acceptable punch.

 Invalid punch will illuminate red with unacceptable punch.

Notes:

- There is a one minute waiting period between punches.
- You are responsible to select the correct job. With more than one job, you will see a message "Job? Use Arrow Key". Use 'BREAK' key to scroll to correct job and quickly press 'ENTER'.
- All punch details will be recorded and viewable by your supervisor.
- If you need assistance, please contact your supervisor as soon as possible.
- **Time Clock Offline?** Continue to punch as normal and your time will be recorded when it is back online.