

CSUF Foundation

Using Clocktrak

I. HOW TO USE CLOCKTRAK

1. Open the Clocktrak icon on your desktop.
2. From the list on the left, select the action you wish to take.

The only three actions that you should normally need to choose from are:

- a. **IN FOR DAY**
- b. **BACK FROM LUNCH**
- c. **OUT** (used both to clock out for lunch and to clock out for the day).

NOTE: You must click once on your selection, even if it already appears to be selected when you first open the window.

3. The display area will now contain information similar to the following:

In For Day

Enter Employee #

4. Click on the appropriate digits on the keypad in the center of the window to enter your employee number.

NOTE: Your employee number consists of the digits following the zeros on your **TITAN CARD**.

The amount of digits will vary. Currently, someone may have as few as four, or as many as seven digits.

In the example shown below, the digits **12345** make up this person's Employee Number for Clocktrak purposes.

916520000012345

9165200000**12345**

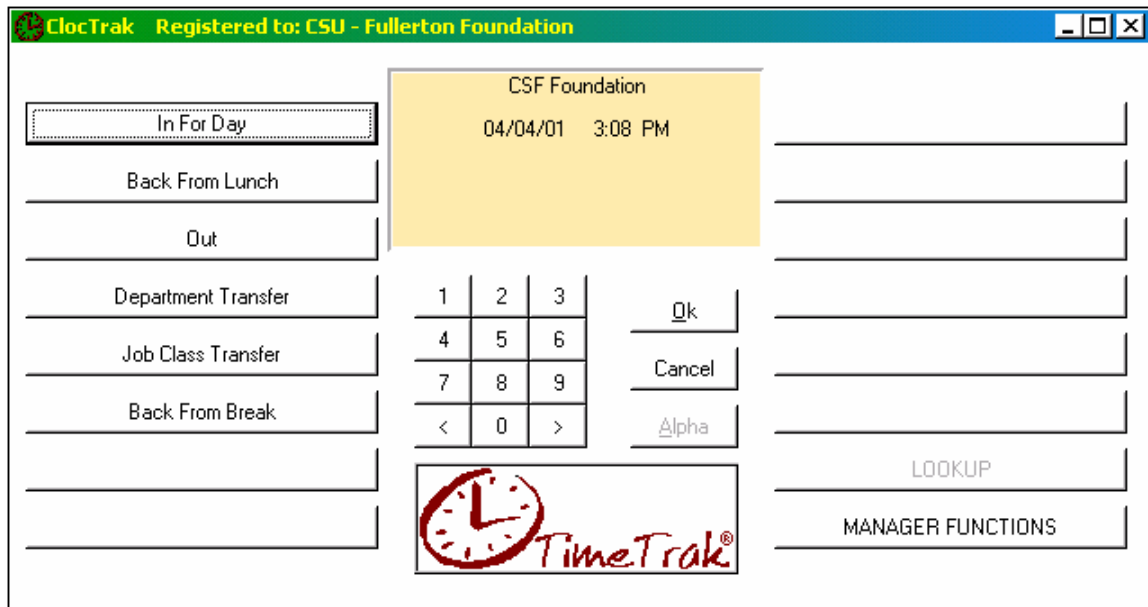
5. As you enter your employee number, it will appear in the display area.
6. Click **OK**
7. Watch the Display area. It will display your name and tell you if your entry was accepted. The window will then close automatically.

II. ADDITIONAL INFORMATION

1. All employee computer clocks in the Foundation have been set to the same time as the Clocktrak Server. To check if it is time to clock in or out, look at the time shown in the lower right corner of your computer screen. This time should match or be very close to the time that you see in the Clocktrak display when you open Clocktrak. If it isn't, please contact MIS.
2. If you sign in or out within ten minutes before or ten minutes after your assigned clock-in and clock-out times, Clocktrak will show that you clocked in or out on time, and will pay you as per your schedule.

If you clock in later than ten minutes after your scheduled time, Clocktrak will record that you clocked in late.

3. A view of the Clocktrak window.



End

