

## Setup Employee Time Clock

**Overview:** The Employee Administrator is responsible for updating the employee record to enable time clock access. This setup allows employees to use a time clock with or without a physical badge or proximity card.

### Determine Badge Number or Employee Number

1. If the employee will be issued a badge or proximity card, find the 5 or 6-digit badge number on the back of the card. **Note: if the badge is being re-issued from a previous employee, ensure that the badge number is removed from the previous employee's record before their termination is completed in UltiPro.**

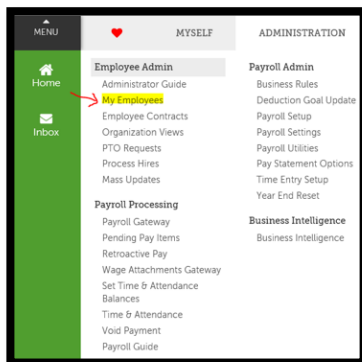
Employee Name	Badge Number
Sally Smith	17103
Nadine Khan	175932
Tracy Lee	369741



2. If the employee will not be issued a badge, use their employee number for the clock setup.





### Set Time Clock in UltiPro

1. Open the employee record in UltiPro and navigate to the **Time & Attendance** tab. Click **Edit**.



2. Complete the following fields, then click **Save** to submit.

- **Reader Group:** select the appropriate Ministry Unit clock name.
- **Badge Number:** type the badge or employee number, as outlined in Step 1. If entering an employee number, ensure any leading zeroes are included in the entry.

Data Field	Field Value	Effective Date
Calc group		
Pay group		
Shift pattern	<input type="text"/>	05/04/2018 
Home team		
Time zone		
Reader group	<input type="text"/>	05/04/2018 
Entitlement policy	<input type="text"/>	05/04/2018 
Security group	<input type="text"/>	
Badge number	<input type="text"/>	05/04/2018 

3. Advise the employee’s manager to meet with the employee to ensure they are issued their badge card (if required) and trained on using the Ministry Unit clock.