









Badge Terminal Instructions

Home View

	8:02 AM	Thurs Oct 25, 2007	
	University of North Carolina		
	View Pay Period Totals	Position Transfer	
	View Accrual Balances	Request Time Off	
	View Timecard	Work Order/Account	
	Approve Timecard		

Press these to select a function

Press these to select a function

Press these arrows to move through the screens.

Use these numbers to enter dates, hours, etc.

Moves back one screen → ESC

Erases back one character → ←

Help

Erases data

Enter



Record Time

1. Swipe your **OneCard**. If successful, you will see:

Accepted
Punch
Your name
Time of punch
Day and date


Results will display for 5 seconds

View Timecard


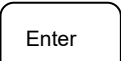
1. Press  next to **View Timecard**.
2. Swipe your **OneCard**.
3. Press  next to desired time period

View Timecard Online		
Name		
Pay Period		
Day	Time	Hours Timecard
Fri	11:30	9:09 Missed Out-Punch
Shift Totals		40
Daily Totals		8
Mon	12:04	10:17 AM 1:27 PM Short Shift



Approve Time Card

1. Press  next to **Approve Timecard**.
2. Swipe your **OneCard**.

Always swipe your OneCard when you see the words: Enter Badge ID


3. Press  next to Previous Pay Period or Current Pay Period.
4. Press 

View Pay Period Totals


1. Press  next to **View Pay Period Totals**.
2. Swipe your **OneCard**.
3. Press  next to desired time period

Totals View will display:


View Totals Online	
Select Time Period	
Previous Pay Period	Current Pay Period
Next Pay Period	Today
Yesterday	Week to Date
Last Week	

4. Use  to move screen to right to view totals.


View Totals Online
Name
Pay Period
00000000000313500000/000000000
Overtime
Regular
Total
000000: Organization
Regular
Total:

5. Optional: press  to return to the home screen.



View Accrual Balances

1. Press  next to **View Accrual Balances**.
2. Swipe your **OneCard**.

View Accruals Online
Your name
* As of <input type="text" value="11/29/2007"/>
Accrual projection through 11.28.2008
<input type="text" value="Projections"/>


3. Press  until you see a double line around:
4. Press . (It will take a few seconds for Accruals to display)

View Accruals Online	
Your Name	
* As of 11/29/2007	
Adverse Weather	0.0 Hours
Cond. I-II Expired	
Adverse Weather	0.0 Hours
Cond I-II Owed	
Awarded PTO	0.0 Hours
Bonus	0.0 Hours
Community	0.0 Hours
Service Leave Opt	
A	

5. Press  to see the rest of the list.
6. Press  to exit.

View Accrual Balances will not be active from 4p-530p and 7a-830a. All other times are active. This is done to avoid a crowd at the badge terminal during check in times.


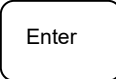
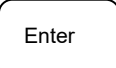
Position Transfer

1. Press  next to **Position Transfer**.
2. Swipe your **OneCard**.

Job Transfer	Your Name
Enter Badge ID Enter Job	
	List →


3. Press  next to List at bottom of window.

Select job from the list:
Job #1 Job #2 Job #3

4. Use  to scroll down the list.
5. Press  when you have selected the correct job.
6. Press  again to accept the job transfer.

Accepted Job Transfer Your Name Currently IN Job Name Time Date

Request Time Off



1. Press  next to **Request Time Off**.
2. Swipe your **OneCard**.

Request for Time Off	
Vacation Balance (100):	48.0
Sick Balance (200):	88.0
Comp Time Current (300):	0.0
Comment Code:	
* Leave Type:	
* From Date (M.dd.yyyy):	
* To Date (M.dd.yyyy):	
* Hours/Day (00.00):	


Add Another

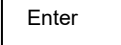
Submit

Note: Leave Type is the number, in parenthesis, next to the time off requested.

3. Fill in the following using  to move from one item to the next. If you make a mistake, use  to erase entry.


Information Needed	What Goes Here?
Comment Code:	(Do not use)
Leave Type:	100 for Vacation, 200 for Sick, 300 for Comp Time Current
From Date:	First day of request
To Date:	Last day of request (use same date as From Date if you are requesting 1 day)
Hours/Day:	Hours per day (i.e. 08.00)

4. Use  to move from Add Another to Submit. You will see a double line around the selected choice.

5. Press  to submit request.

Request for Time Off	
Name:	Your Name
Badge ID:	Your PID
Request Date:	Date requested
Comments:	
Leave Data:	Leave type requested m/dd/yyyy – m/dd/yyyy 00.00 Hours/Day
Total Hours:	00.00


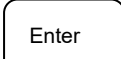
Work Order/Account


1. Press  next to **Work Order/Account**.
2. Swipe your **OneCard**.

Work Order/Account		
Work Order Project		
Account Number		
Enter Badge ID		
		List →

3. Press  next to List:

Select a work order/account from the list		
000000, Account Name		
000001, Account Name		
000002, Account Name		

4. Press  to highlight the selected account.
5. Press  to accept choice.

6. Press  to move next to Enter Badge ID.
7. Swipe your **OneCard**.

Accepted		
Work Order/Account		
Your Name		
Labor Account		
Time		
Date		

Badge Terminal Locations

Terminal #	Building	Location
1	Smith Building	Basement Floor Outside Room 12
2	Peabody Hall	Ground Floor – Outside Toilet Room 04D
3	Phillips Hall	First floor North-Outside Room 132
4	Cheek Clark	In the hallway near room 114
5	General Store Room Building	On the wall near room 154
6	Fetzer Gym	First Floor-Outside Room 108
7	General Store Room Building	Inside the main entrance to HVAC Shops and AOWRR, in the hallway near Room 127A
8	Dean Smith Center	First Floor-Outside room 142
9	Family Practice-Aycock Family Medicine	Basement Floor-Outside Room 003
10	Giles Horney	In Corridor-Outside room 147
11	Giles Horney	First Floor-Main Lobby-Outside Magnolia Conference Room 100A
12	Giles Horney-Construction Shop Building	In the Construction Shops building; Outside Room 129
13	Giles Horney-Construction Shop Building	On the Corridor wall opposite Restrooms 105 & 107
14	Giles Horney-Construction Shop Building	On the Corridor wall opposite the hardware Shop (Room 126)
15	Giles Horney-Construction Shop Building	On the wall to the right of the water fountains outside of Room 118.
16	Giles Horney-Annex Bldg	On the Corridor wall outside room 129
17	Frank Porter Graham GOC	First floor – Outside Room 122
18	440 W. Franklin Street	Ground Floor-In Corridor GC03 outside Room G911
19	Thurston Bowles	First Floor-In Corridor, outside room 1115, leading to east side loading dock
20	Davis Library	Basement Floor-Outside Room 07
21	RB House Library	Basement Floor-Outside Room 010
22	Wilson Library	Second Floor-Outside Room 201
23	MacNider Hall	Basement Floor-Outside Room B10
24	McGavran-Greenberg	Second Floor-Outside Room 2230
25	Craige Residence Hall	In Corridor-Outside Room 114
26	Odum Village Community Center	Room 205
27	Ram Village Craige 1	Basement outside Maintenance shop
28	Rams Village Hinton James 1	Ground floor; Room 40B
29	Hinton James	1 st Floor-corridor outside room 145

30	Ehringhaus	Ground floor near key box
31	Aycock Residence Hall	Paint shop 003
32	Cobb Dorm	Basement, break room 009
33	Teaque Residence Hall	Hall just inside West entrance by electrical room
34	Winston Residence Hall Pavilion	Third Floor kitchen PB300
35	Caldwell Hall	Basement Floor-Outside Room 14
36	Old Dental	Ground Floor, Room 090
37	Taylor Hall	First floor-in Main Lobby-Outside Room 124
38	Molecular Biology Research Building (MBRB)	Basement Floor-Outside room G301
39	Med School Wing B	Ground Floor-Outside Room B2
40	Law School (Van Hecke Wettach)	Third Floor-Outside Room 3017
41	Bioinformatics	Ground Floor-In Corridor, outside Room 0161, leading to east entry
42	Friday Center	First Floor, Outside Room 1025
43	McColl Bldg	Basement Floor-Outside room 0004
44	Mitchell Hall	Basement Floor-Outside Room 12
45	George Watts Alumni Bldg	Inside Room 404 (Copy Room)
46	Rizzo Center	On the south wall of the Grounds building
47	Grounds Complex	In the primary Grounds building on the server closet wall
48	Grounds Complex	In the secondary Grounds building on the north wall by the fire alarm panel
49	Craige North	Basement Floor-Outside room 597 (shop)
50	Aycock Family Medicine	Basement
51	Graham Residence Hall	Room 020 – kitchen/breakroom in basement
52	Swain Hall	In the hallway near Room 006A – (basement) across from the stairs
53	Berryhill	Sub-Basement floor-Outside room SB28
54	McGavran	First Floor-Outside Room 1203
55	Thurston	First Floor-Outside Room 1114
56	Mary Ellen Jones MEJ	First Floor-Outside 122
57	Neuro Research Building II (NRB II)	Second Floor-Outside Room 2123
58	Neuro Research Building I (NRB I)	First Floor-Outside room 1103
59	Molecular Biology Research	First Floor-in Corridor 1005-across

	Building (MBRB)	from Room 1303
60	Hillsborough	Outside 103
61	Central Receiving	In Room 104D
62	Surplus Property	Outside room 001-Supervisor's office
63	911 Telecom (Communications)	First Floor-Outside Room 1023
64	Surveillance	First Floor-Outside Room 1080
65	Lower level building entry Hallway	Ground Floor-Outside Room 00101
66	Dogwood Deck	On Parking Level 2-Employee break room
67	Craige Deck	Inside Maintenance shop
68	2nd floor of Berry hill	Across from SB01 under thermostat
69	Bioinformatics DLAM Administrative Area	First Floor-On column in the breakroom near Pat Stanley's office 1102
70	Frances Owen Research Blood Lab	In Main Entrance Corridor-Outside Room 02
71	Clinical Skills Center	1 st Floor Burnette Womack Building-Outside Room 1046
72	The Farm	
73	To Be Determined	
74	To Be Determined	