Clock In and Out
Simply scan your badge on the reader pad next to the KTM. Please DO NOT use the swiper attached to the KTM.

Meal In and Meal Out
Scan your badge exactly the same as a Clock In or Out. Wait for the same confirmation above.

**Please inform your Timekeeper as soon as you realize that you missed clocking any of these punches.

Transfer Work Rule
Change work rule Ex: Charge, Preceptor, Call-In, Meeting, Education, Doubleback

1. Select the work rule from the menu.
2. Scan your badge
3. If prompted follow step #3-6 under Transfer by Account or Position.

Back to Regular Work Status

1. Select End Work Rule from the menu
2. Screen prompts
3. If prompted follow steps #3-6 under Transfer by Account or Position.
4. Wait for confirmation.

Cancel Meal
1. Press Cancel Meal
2. Scan your badge
3. Wait for confirmation.

Transfer Dept by Job name
Jobs on the unit you can float to will be listed on the KTM. More Jobs may be found by selecting the ▶️ on the right of the screen.

1. Select the job you are transferring to
2. Scan your badge
3. If prompted follow steps #3-6 under Transfer by Account or Position.
4. Wait for confirmation.

Transfer by Account or Position
Use to transfer to secondary position or Org/Alias.

1. Select Acct or Position
2. Scan your badge
3. Enter 8 digit Org/Alias with key pad, find it on the list, or move to #4 if you are using your primary Org/Alias.
4. Select Position Enter position # with key pad or move to #5 if it is your primary position. If your position # has a letter, enter the number associated with that letter on the telephone keypad. (Ex: S=7, T=8, W=9)
5. Select Review and screen prompts you to review your Org/Alias and position #.
6. If the Org/Alias and position are correct select Submit
7. Wait for confirmation.

Home: Takes you to home screen