

# ATS 300/500 Employee Features Guide



## Punching In and Out on the ATS 300/500

1. Biometric Timeclocks: At the **"Present Finger"** prompt, place your enrolled finger on the scanner. When your finger is accepted, the timeclock beeps and displays **"Punch Successful! Thank you!"**
2. Badge Entry timeclocks: At the **"Enter Badge"** prompt, swipe your badge. When your badge is accepted, the timeclocks beeps and displays **"Punch Successful! Thank you!"**

**Note:** Additional swipes on the timeclock with the same finger or badge within the Repunch Interval setting in Time Collection Manager will not be accepted; the timeclock beeps and displays "Duplicate Punch!!!".

## Entering Department Transfers

1. Press the **Transfer** key.
2. At the "Enter Badge/Finger" prompt, swipe your badge or place your finger.
3. At the "Dept Transfer" prompt, enter the number of the department into which you are transferring, and then press **Enter**.
4. When your entry is accepted, the timeclock beeps and displays: "Transfer Successful!"  
**Result:** Your punch is forwarded to the new department, and the "Enter Badge/Finger" prompt is redisplayed.  
**Note:** Transfers are posted to the timecard as an In Punch.

### Entering Job Transfers

1. Press the **Transfer** key.
2. At the "Enter Badge/Finger" prompt, swipe your badge or place your finger.
3. At the "Job Transfer" prompt, enter the number of the job into which you are transferring, and then press **Enter**.
4. When your entry is accepted, the timeclock beeps and displays: "Transfer Successful!" **Result:** Your punch is forwarded to the new job, and the "Enter Badge/Finger" prompt is redisplayed.

### Entering Department and Job Transfers

1. Press the **Transfer** key.
2. At the "Enter Badge/Finger" prompt, swipe your badge or place your finger.
3. At the "Dept Transfer" prompt, enter the number of the department into which you are transferring, and then press **Enter**.
4. At the "Job Transfer" prompt, enter the number of the job into which you are transferring, and then press **Enter**.
5. When your entry is accepted, the timeclock beeps and displays "Transfer Successful!"  
**Result:** Your punch is forwarded to the new department and job, and the "Enter Badge/Finger" prompt is redisplayed.

### Clocking In and Out for Lunch

1. Press the **Lunch Out** key.
2. At the "Enter Badge/Finger" prompt, swipe your badge, or place your finger.
3. When your badge number is accepted, the timeclock beeps and displays "Punch Successful! Thank you!"  
**Result:** Your punch is submitted as a lunch out, and the "Present Badge/Finger" prompt is redisplayed.



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## Recording Tips and Gross Receipts

1. Press the **Tips/Receipts** key.
2. At the "Enter Badge/Finger" prompt, present your finger or card.
3. At the prompt, enter the amount of tips and press the **Enter** key.
4. At the prompt, enter the date the tips were earned and press the **Enter** key.

### ***If your timeclock has been set to record Gross Receipts:***

5. At the prompt, enter the amount of gross receipts and press the **Enter** key.
6. At the prompt, enter the date the gross receipts were from and then the **Enter** key.
7. When your entries are accepted, the timeclock beeps and displays "Tips Successful! Thank you!"  
**Result:** Your entries are submitted as Supplemental Earnings in ezLaborManager, and the "Enter Badge/Finger" prompt is redisplayed.

## How to View Your Last Punch

1. Press the **Last Punch** key.
2. At the "Enter Badge/Finger" prompt, swipe your badge, or place your finger and press **Enter**. **Result:** The details of your last punch display. After a few seconds, the "Enter Badge/Finger" prompt is redisplayed.

**Note:** Before some features can be used, the clock button must be activated in Time Collection Manager (non-hosted) or the Timeclock Profile (Hosted).