

WinCapWEB Timesheets

Using GT550(Grosvenor) Clocks with HID &
Biometric Readers All Buttons



HARRIS
School Solutions



May, 2020

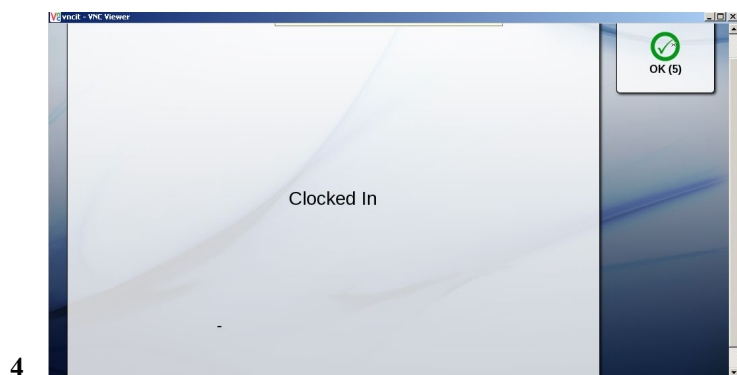
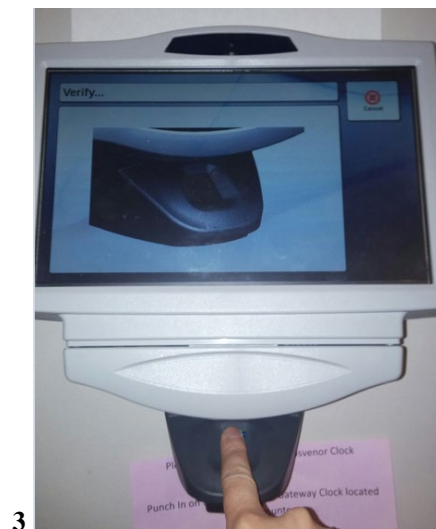
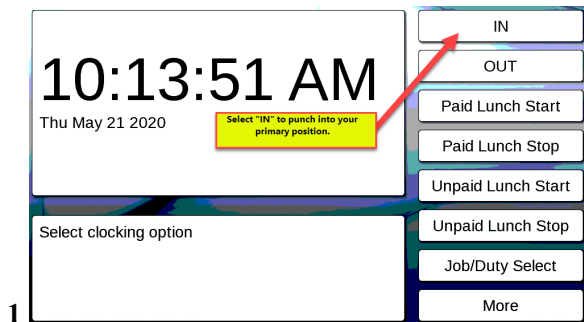
www.HarrisSchoolSolutions.com

This document goes through how to punch in and out.. Please reference the following sections.

1. *Punching Into your Primary Job Duty- "IN"*
2. *Punching Out of any job/duty- "OUT"*
3. *Punching into another job/duty or adjustment code- "JOB/DUTY SELECT"*
4. *Unpaid Lunch Start*
5. *Unpaid Lunch Stop*
6. *Potential Clock Errors*

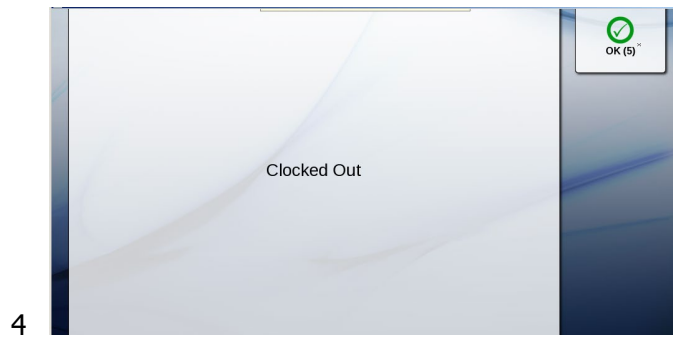
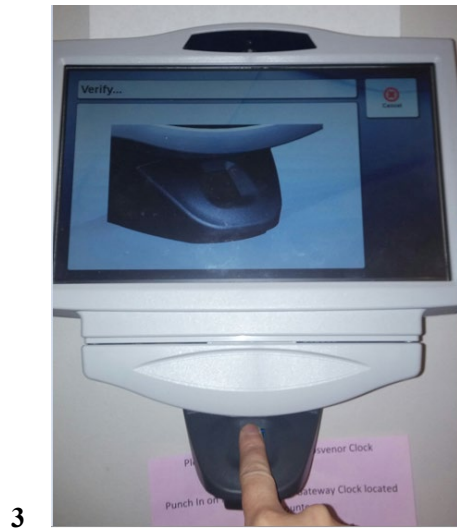
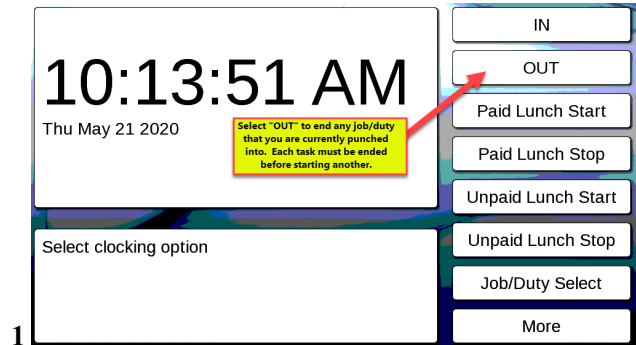
1. *Punching Into your Primary Job Duty- "IN"*

The "In" key will only recognize your primary job/duty. In order to punch into this primary task select "In", identify yourself by holding your badge up to the HID reader and then verify yourself by placing your finger on the biometric reader. If the system can successfully punch you in without error, the clock will display a "Clocked In" message.



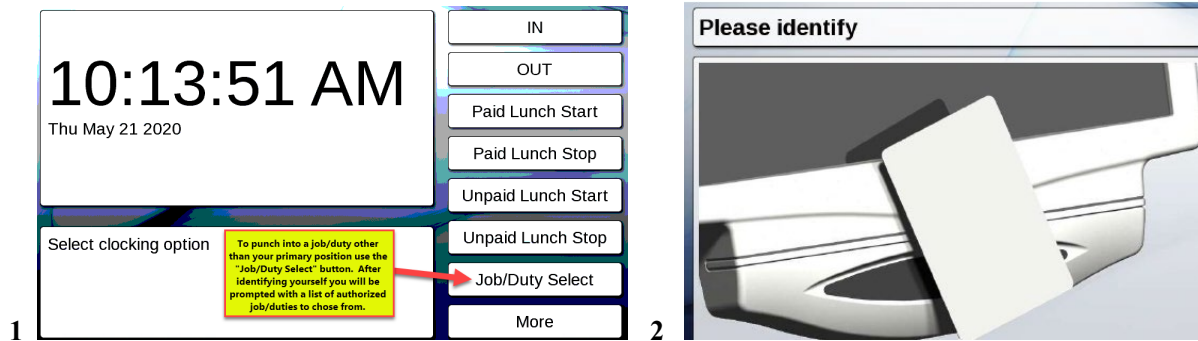
2. Punching Out of any job/duty- "OUT"

The "Out" key should be used to punch out of any task when you are ending your shift or you will begin to work in another job/duty. You must punch out of the current job/duty in order to punch into the next job/duty successfully. In order to punch out, select "Out", identify yourself by holding your badge up to the HID reader and then verify yourself by placing your finger on the biometric reader. If the Clock can successfully clock you out it will display a "Clocked Out" message.

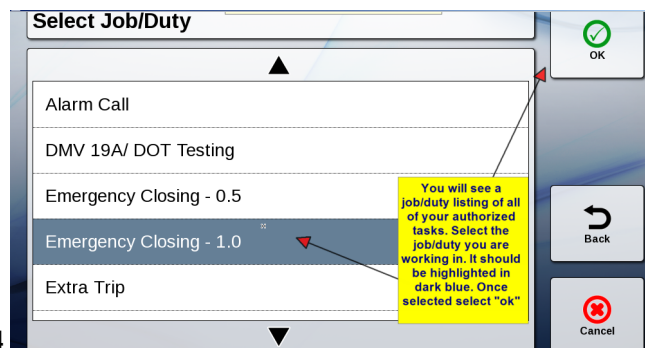
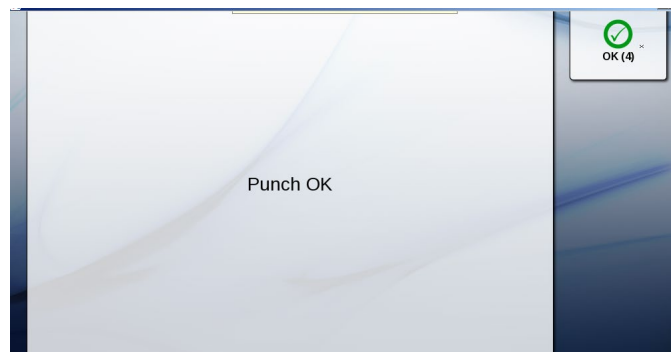


3. Punching into another job/duty or adjustment code- “JOB/DUTY SELECT”

In order to punch into a job/duty other than your primary job you will use the “Job/Duty Select” button. In order to punch into a job/duty other than your primary task select “Job/Duty Select”, identify yourself by holding your badge up to the HID reader and then verify yourself by placing your finger on the biometric reader. You will then be prompted with a list of job/duties that you are authorized to work in. You must select the appropriate job/duty from the list (highlighted in dark blue) and then select “ok”. The clock will display a “Punch Ok” message.

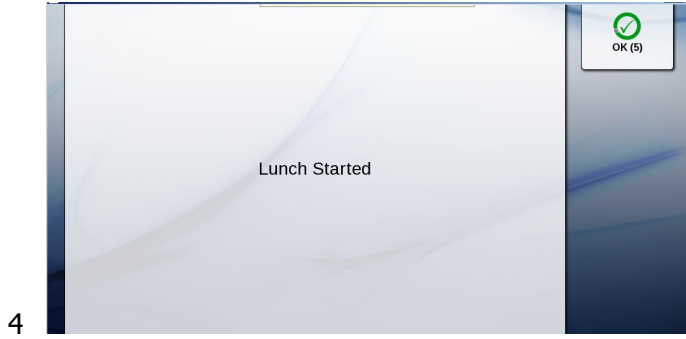
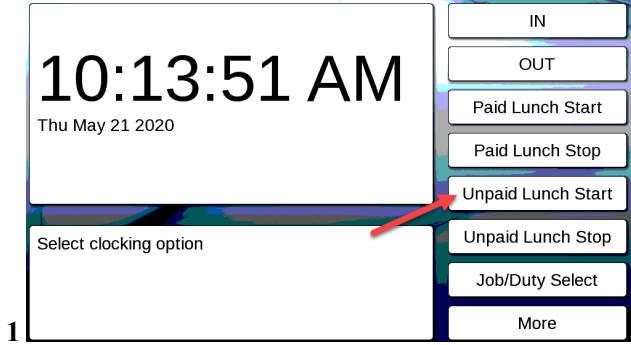

1

2

3

4

5

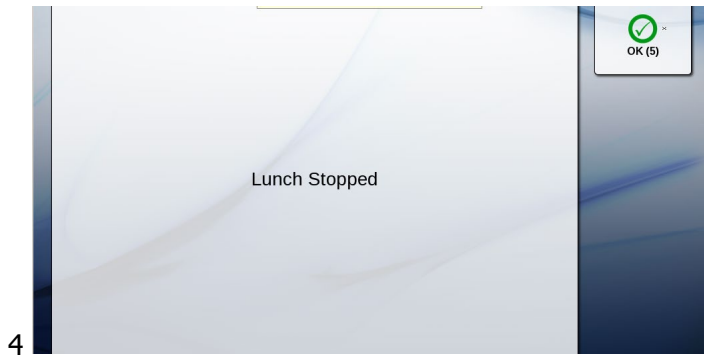
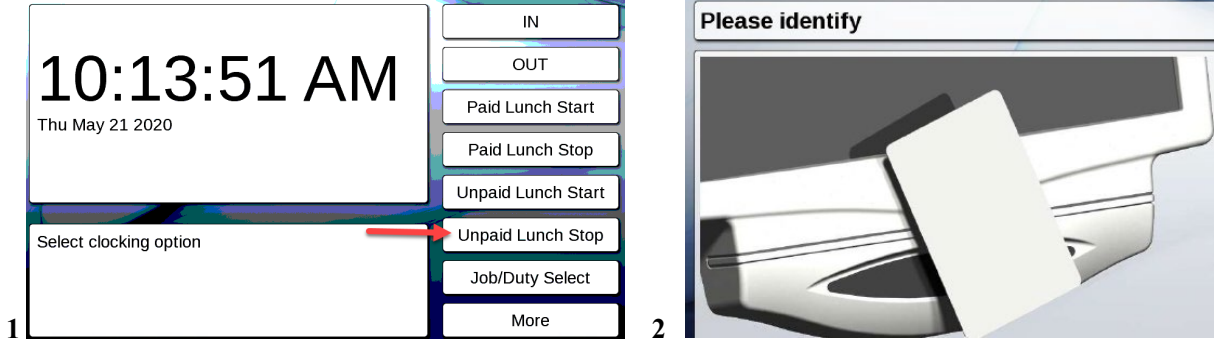

4. Starting your Unpaid Lunch Break- “Unpaid Lunch Start”

In order to begin your unpaid lunch break select the Unpaid Lunch Start. After you select the applicable clock key, identify yourself by holding your badge up to the HID reader and then verify yourself by placing your finger on the biometric reader. If the clock can successfully punch you into your lunch it will display a “Lunch Started” message.



5. Ending your Unpaid Lunch Break- “Unpaid Lunch Stop”

In order to end your unpaid lunch break select the Unpaid Lunch Stop. After you select the applicable clock key identify yourself by holding your badge up to the HID reader and then verify yourself by placing your finger on the biometric reader. If the clock can successfully punch you out of your lunch it will display a “Lunch Stopped” message.



6. Potential Clock Errors

- **Already Punched In** – You already have an in punch on your timecard. If you are attempting to punch into another job/duty make sure to first punch out and then use the job /duty select to punch into the correct job/duty.
- **Already clocked with the last 90 seconds** – If you already attempted to punch within the last 90 seconds and received this error, you are attempting to clock again too soon. The timeclock will make you wait 90 seconds before attempting again.
- **Not currently punched In** - You are only able to punch out when the system can find a corresponding in punch. If you had problems punching in at the beginning of your shift you will not be able to punch out. You will need to contact your supervisor to make sure that your timecard is updated with the correct in and out times for the day.
- **No Primary Task Found** - The system is attempting to punch you into your primary job/duty but cannot find a primary task for you. Try using the “Job/Duty Select” button in order to punch in. All substitute positions must use the “job/duty select” button in order to select the location they are working in when clocking in. You will receive this message if you are attempting to use the “In” button to clock in. If you do not see any job/duties listed after selecting the “job/duty select” button you will need to contact payroll in order for them to look at your pay authorization.
- **Employee not found** - The system does not have record of you on file. Please verify that the correct badge number was used if you were manually keying your badge number in. If you still receive this message you will need to contact payroll in order for them to look at your pay authorization.
- **Unable to round punch due to overlap of time records. Check with Supervisor** - This message means that your punch was accepted but the system was able to round it as defined in the pay rule because another time overlapped with the round time.





Harris School Solutions

Innovative School Technology Built for, and by,
the People Who Use It

**We don't provide what schools need; we provide what
your school needs.**

Harris School Solutions (HSS) not only offers comprehensive software solutions for your entire charter school, public school, or district, we also provide, among those solutions, options that are tailored to your unique needs based on enrollment size, specific state/county regulations, and much more.

From offices across North America, our company comprises three core areas of innovation: Nutrition, Education, and Finance. That means that whether you face challenges in your cafeterias, classrooms, or financial office, HSS can help you not only to overcome those challenges, but to achieve whole new levels of success in the process.

**The real difference in our software isn't in our
software.**

HSS separates itself as a school software provider by focusing on you and your team. We don't just support our software — we support the people who use it. Whether during implementation, training, maintenance, or on-going support, we work with you closely, personally, and on a very human level. After all, *what* we provide means nothing if we don't consider the people to whom we're providing it: students, staff, administrators, educators, parents... you.



For more information

www.harrisschoolsolutions.com |

© 2018, Harris School Solutions. All rights reserved.

