Logging time using a biometric device

1. Go to the wall-mounted biometric device where you have already registered yourself as a user. Select the **Punch** icon at the top left of the touch screen.

2. **Enter your Albemarle County badge number** using the touch screen keypad. Do not include leading zeros. The badge number will display in the **black bar** at the top. If you make a mistake, select **Backspace** or **Clear** at the right of the keypad. When you have finished, select **Enter** at the bottom right.
3. The screen will now display your name and instructions to place the finger you have registered for the device onto the **sensor pad** on the top right of the device.

4. Make sure that your fingertip is centered on the pad, and that you press firmly enough for the sensor to read your print. If the sensor does not accept your print, you will be prompted to retry.
5. When the device accepts your print, it will display the Accepted Punch screen, which will include your name and recorded punch time.

6. After 2 seconds, the device will revert back to the Home screen and your information will no longer be visible or accessible.

7. Repeat these steps every time you log in or out using a biometric device. If you forget to log in or out, notify your supervisor, who can correct your timecard.