

LoboTime Employee InTouch Job Aid

The purpose of this job aid is to provide the employee an overview of the InTouch terminal for the LoboTime system.

LoboTime InTouch® Terminal Job Aid

Punching in and out



- 1 At the time clock, either swipe badge or punch in. Click OK
- 2 Insert the badge in the badge reader slot so that the bar code or magnetic stripe is facing the badge reader (slide top to bottom) or place badge near proximity reader.
- 3 If the punch is successful, the indicator light flashes green and you hear a tone.
- 4 If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.

Indicator Lights



Badge Slot/ Proximity Reader



Soft Keys

Home Button

Common Error Messages

Error 01-1: Error reading badge

What to do:

You may not have swiped properly. Try again, following the steps above. If you get the same message, see your Supervisor

Error 06-2: Unknown home employee

What to do:

See your Supervisor

Error 04-1: Rejected

What to do:

You have already successfully swiped, or, if you are attempting to enter another punch, not enough time has gone by since entering the previous punch. Wait a moment or two, then try again.

In the event you receive a message and you believe it is in error, please contact your **LoboTime Agent** for additional assistance

How to Use Soft Keys

- 1 On the screen, touch the soft key that you want to use. What happens next depends on the soft key. You may be prompted to enter or accept information.
- 2 To enter information, follow the instructions on the InTouch screen. To accept information, press Enter. To enter your badge, swipe your badge through the badge reader or place it near the proximity reader.



Icon Descriptions



Keyboard: Launches log-in screen



Home: Select button to navigate to main screen or to back out of any function



Clock in

- 1) Select the Clock In soft key
- 2) Swipe your badge or enter your Banner ID, after successful logon, an approval message will appear on the screen

Approve Timecard

- 1) Select the Approve Timecard soft key
- 2) Swipe your badge or enter your Banner ID
- 3) To select a time period, press the soft key that corresponds to the period of time for which you want to view timecard information. The only time periods to approve will be previous pay period or current pay period.
- 4) Select approve, once accepted an approval message will appear on the screen

NOTE: If there is no information to show, a message will appear

Remove Approval

- 1) Select the Approve Timecard soft key
- 2) Swipe your badge or enter your Banner ID
- 3) Select the time period that was previously approved
- 4) Select remove approval, once accepted an approval message will appear on the screen

NOTE: If outstanding punch exceptions exist, contact your Time Manager or Supervisor before approving time card. The system will not restrict an approval for next time period, however, this is not an option to select and in the event this option is selected, the employee must immediately contact their Time Manager or Supervisor to correct.



Request for Time Off

- 1) Select the Request for Time Off soft key
- 2) Swipe your badge or enter your Banner ID.
- 3) Select the type of request – Annual, Sick or Comp
- 4) Select Action – Submit request
- 5) Select the start and end date, review the screen and select continue to move to next step
- 6) For duration, click on “hours” on the middle of the screen. Duration will be the start time of the request
- 7) Enter the start time of request – select am/pm for correct time period, then hit enter
- 8) Next enter the length of time for the request per day(for example 8 hours), hit enter, review the screen, then hit submit, once accepted an approval message will appear on the screen

NOTE: The cancel request function is not an active function on the time clock. To cancel your request, an employee can either report it to their LoboTime Manager/Supervisor or if an employee has a pc logon, they can logon to remove the request.

View Accruals

- 1) Press the View Accruals Online soft key
- 2) Swipe your badge or enter your Banner ID
- 3) Select the date to review the accrual balance
- 4) The current balance will be displayed
- 5) For more information, scroll up/down using the up and down arrow keys



View Messages

- 1) Press the View Messages soft key
- 2) Swipe your badge or enter your Banner ID
- 3) The terminal responds by displaying information
- 4) To move the scroll bar down, press the Down arrow key
- 5) To delete the message, press the Delete soft key

View Punches

- 1) Press the View Punches soft key
- 2) Swipe your badge or enter your Banner ID
- 3) The terminal responds by displaying information

View Schedules

- 1) Press the View Schedules soft key
- 2) Swipe your badge or enter your Banner ID
- 3) The terminal responds by displaying information
- 4) To select a day, press the soft key that corresponds to the period of time for which you want to view schedule information

View Timecard

- 1) Press the View Timecard soft key
- 2) Swipe your badge or enter your Banner ID
- 3) To select a time period, press the soft key that corresponds to the period of time for which you want to view timecard information
- 4) If information is available, the timecard appears. To scroll, use the up and down arrow keys

Best Practices