FinTrac Payroll

CLOCKING IN

Step 1: Swipe your Buff OneCard or enter employee ID#. *Get your Buff Card activated in Admin Office* – *FinTrac is on the computers in your work area.*

Step 2: Double Click / Enter on correct work area for shift

– *if you work in 2 different areas click correct one*

ie: Corey works Fac Sup and IM Basketball. He is clocking in for his IM shift.

Step 3: Click Yes to confirm it's you.

Step 4: Confirm that you clocked in.

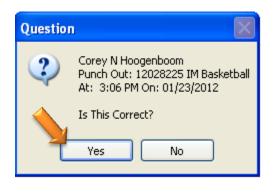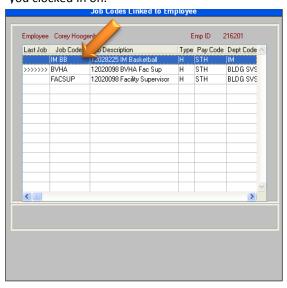# CLOCKING OUT

Step 5: Swipe your Buff OneCard or enter employee ID#.

Step 6: Make sure you choose same Job Code you clocked In on.

Step 7:   Click Yes if correct.

Step 8:   Confirm your clock in and Clock out.

Verify only don't click anything.

Review / Confirm Hours

(YOU MUST CONFIRM YOUR HOURS AFTER EACH SHIFT OR BEFORE THE MONDAY AFTER PAY PERIOD ENDS.)
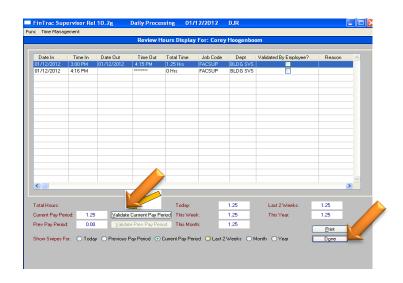
Step 1: Click - Review Hours

Step 3: Review and Validate Pay Period

- Click Current Pay period if during that period.
– If it's after the current pay period is over – Click previous Pay Period
- Click Validate Current Pay Period
- Click DONE

Step 2: Swipe Buff Card or Enter Employee ID Number

- Enter Employee PIN 1234, Process

DON'T FORGET

- Validate your pay for the current pay period before the Monday after the Pay Period ends.
- Get your Buff OneCard activated in the Administration Office.