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.

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 2: Swipe Buff Card or Enter Employee ID Number
- Enter Employee PIN 1234, Process

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

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.