Going to Celebrate! during your shift

Reader –
• Before you leave for Celebrate!
  • Go to the reader
    o Hit the “Start Activity” button
    o Type in “06” as the activity code
    o Press the Enter key 4 times (leaving all other fields blank)
  • Go to Celebrate!
  • Upon returning to your work area, clock in at the reader by using the “Return to Work” prompt
    o Hit the Return to Work button
    o Swipe your badge
    o Press the Enter key

Time Stamp –
• Before you leave for Celebrate!
  o Check the Transfer box
  o Hit the “IN” Punch
  o Under the drop down for work rule, select applicable work rule (class code – INS) from the work rule drop down menu
  o Hit Punch
  • After Celebrate!, upon returning to your work area,
    o Check the Transfer box
    o Hit the “IN” Punch
    o Under the drop down for work rule, select applicable class code
    o Hit Punch

Time Entry –
• Go to the next “IN” box (add a row if needed) and put the time you leave for Celebrate! with the applicable work rule (class code – INS) from the Transfer drop down menu (lower left corner)
• After Celebrate!, upon returning to your work area, go to the next “IN” box (add a row if needed) enter the time you arrived at your work area with just your work rule (class code) from the Transfer drop down menu (lower left corner)