**Reminders**

- Swipe from top to bottom with the magnetic strip toward the blue arrow.
- Valid swipes are indicated by a single beep; multiple beeps indicate an invalid entry.
- Use the Adjustment Sheet located in your area to record all missed swipes, errors, and vacation or sick time away from the office.
- Use the phone or web (PC) to check your time worked or balances for vacation and sick.
- Remember to swipe in and out for lunch.

**Badge Maintenance**

- Keep your badge in a safe place—away from PCs and microwave ovens.
- Do NOT put recognition pins on it.
- Do NOT use your badge as ice scraper.
- Do NOT put it in the laundry.
- Do NOT keep it near a magnet.

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Duke University
Student Affairs

API
Time & Attendance
Instructions

For assistance or additional information, contact your supervisor.
<table>
<thead>
<tr>
<th>To Badge In and Out</th>
<th>To Check Time and Balances via Phone</th>
<th>To Check Time and Balances via Web</th>
</tr>
</thead>
</table>
| **Via the Badge Reader:**  
• Swipe badge.  
• Look for the green light.  
• Listen for a single beep.  
• Note that multiple beeps mean an invalid entry.  
**Employees may not use other methods to record the time worked.**  
**For assistance or additional information, contact your supervisor.** | **Dial 681-1011** (local) or **1-888-838-5100** (toll-free).  
• Enter Employee ID number (Duke Unique ID).  
• Press # key.  
• Enter PIN. (PIN is four digits—day & month of birth. February 16 birth date PIN is 0216).  
• Press # key.  
• Press 3 for Vac, Sick Balances (**not applicable for students**), *OR*  
Press 4 for Hours Worked.  
• Listen for balance information.  
• Press the # key to end the transaction. | **Log on to the website:** stellar.oit.duke.edu/wwwtimepc  
**Enter your Duke NetID and Password.**  
**Click on the Enter button.**  
**Under Time Card Report** (lower left), select **Current PP** *(Pay Period)*.  
**Scroll down to review the clocking swipes and to view the balances for vacation and sick** *(not applicable for students)*.  
**Always click Logoff to end session.**  
**Click “Yes” to confirm Logoff and click “Yes, Log me out” in the NetID Services window.** |

*If you do not know your Duke NetID and/or password, please contact the OIT Help Desk at 684-2200.*