MU EmpCenter: Time Clock Quick Reference

Below is an example of the EmpCenter Standard Time Clock, which will be located in certain departments on campus. For a list of current time clock locations visit: **http://marquette.edu/timekeeping/clocks**

Clocking In and Out

1. If the screen is blank, press any key to activate the clock.

2. On the keypad, press the appropriate function key, **F1 to clock in** or **F5 to clock out.**

3. Swipe your MUID card with picture facing in (magnetic stripe to the right).

   If you have only one campus job, skip step 4 and go to step 5.

   If you have more than one campus job, continue with step 4 and step 5.

4. Use the arrow keys to move up and down the list of options, then **press F3 to select** the assignment (job) for the time you wish to record.

5. Confirm the job on the screen is correct. Press **F8 to save** and log off.