Punching In/Out from a JR2000 Timeclock

As an employee, you can use a uAttend timeclock after your administrator has configured your profile to do so. Check out this article to learn more.

Notes:

- Your admin must configure a biometric authentication method on your profile before you can use a timeclock.
- Contact your administrator for timecard corrections and/or to resolve access issues in your profile.
- Contact your administrator to resolve any issues regarding the timeclock (error messages).

To punch in using a uAttend JR Series timeclock, follow these steps.:

1. **Authenticate** at the timeclock with your fingerprint.
2. Press the **Punch In** button.
   - Press the **Quick/All** button to display all punch options.
3. Press the **Log Out** button to clear the confirmation screen.

To punch out using a uAttend JR Series timeclock, follow these steps. :

1. **Authenticate** at the timeclock with your fingerprint.
2. Press the **Punch Out** button.
   - Press the **Quick/All** button to display all punch options.
3. Press the **Log Out** button to clear the confirmation screen.

Download and install the uAttend mobile app.
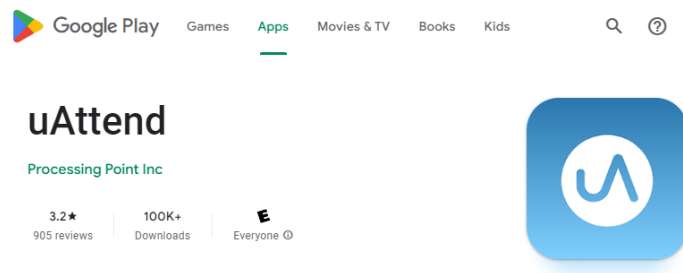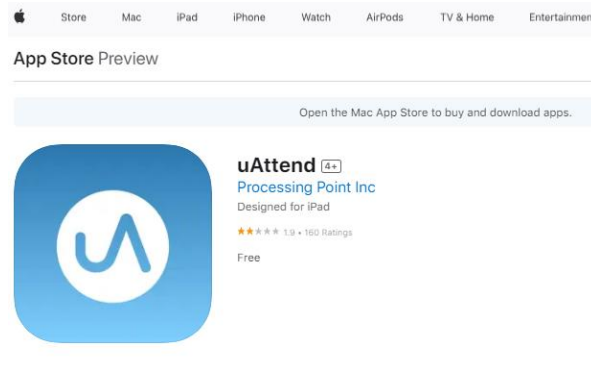
All this will be at www.deltadfm.com/employee

Then open the app

Put the company ID: 10696716

Your **user** is your **employe code** and your **password** is the **contact phone** number given to the company, if you don't know ask your administrator.

Example:

User   : YC-PN281174

Password   : *********

Every user will be able to see their timesheets and punches.

Add, Remove, or Replace a Fingerprint

As an admin, you can use a uAttend timeclock to configured a profile. Check out this article to learn more. **Enter the uAttend timeclock by using the admin password given to you.**

To add a fingerprint template for an employee, follow these steps (JR2000) :

1. Tap the screen.
2. Enter your five-digit administrator passcode and press **ENTER**.
3. Select **EMPLOYEE**.
4. Select the name of the employee.
5. If the employee does not have a fingerprint template assigned, select the finger or thumbprint to be scanned and place the finger or thumb on the scanner.
6. When the scan is complete, select **TEST FINGERPRINT**.
7. Once you receive the 'Test Successful" message the fingerprint template has been successfully assigned.
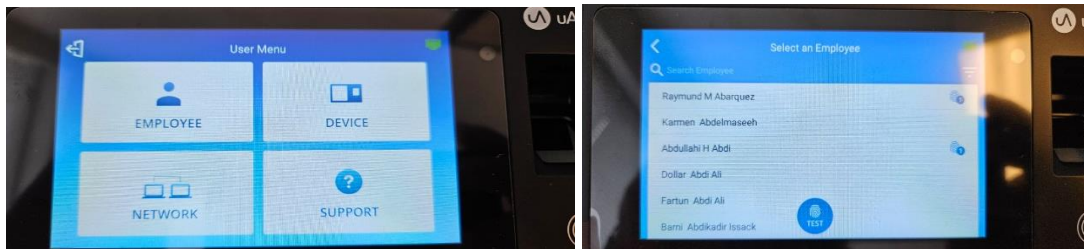
To remove a fingerprint template for an employee, follow these steps (JR2000) :

1. Tap the screen.
2. Enter your five-digit administrator passcode and press **ENTER**.
3. Select **EMPLOYEE**.
4. Select the name of the employee.
5. Select the finger or thumbprint to be deleted.
6. Select **DELETE**, then select YES.
7. You will be prompted to replace the fingerprint template. Select **REPLACE FINGERPRINT** to create a new fingerprint template or select the **X** to go back**.**
8. If you want to replace the fingerprint template, select **REPLACE**.
9. Have the employee press their finger or thumb on the scanner repeatedly.
10. When the scan is complete, select **TEST FINGERPRINT**.
11. Once you receive the 'Test Successful" message the fingerprint template has been successfully assigned.

To replace a fingerprint template for an employee, follow these steps (JR2000) :

1. Tap the screen.
2. Enter your five-digit administrator passcode and press **ENTER**.
3. Select **EMPLOYEE**.
4. Select the name of the employee.
5. Select the finger or thumbprint to be replaced.
6. Select **REPLACE**.
7. Have the employee press their finger or thumb on the scanner repeatedly.
8. When the scan is complete, select **TEST FINGERPRINT**.
9. Once you receive the 'Test Successful" message the fingerprint template has been successfully assigned.