CLOCK IN USING TCP

It provides a secure, reliable and accurate way to enable employees to navigate and perform daily operations with ease.

HOW TO CLOCK IN

1. Enter you **Employee ID**

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2. Scan your **finger to verify your identity**

3. Make sure screen displays operation is successful.

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4. Once Identity is verified, click on **Clock IN** button to start.

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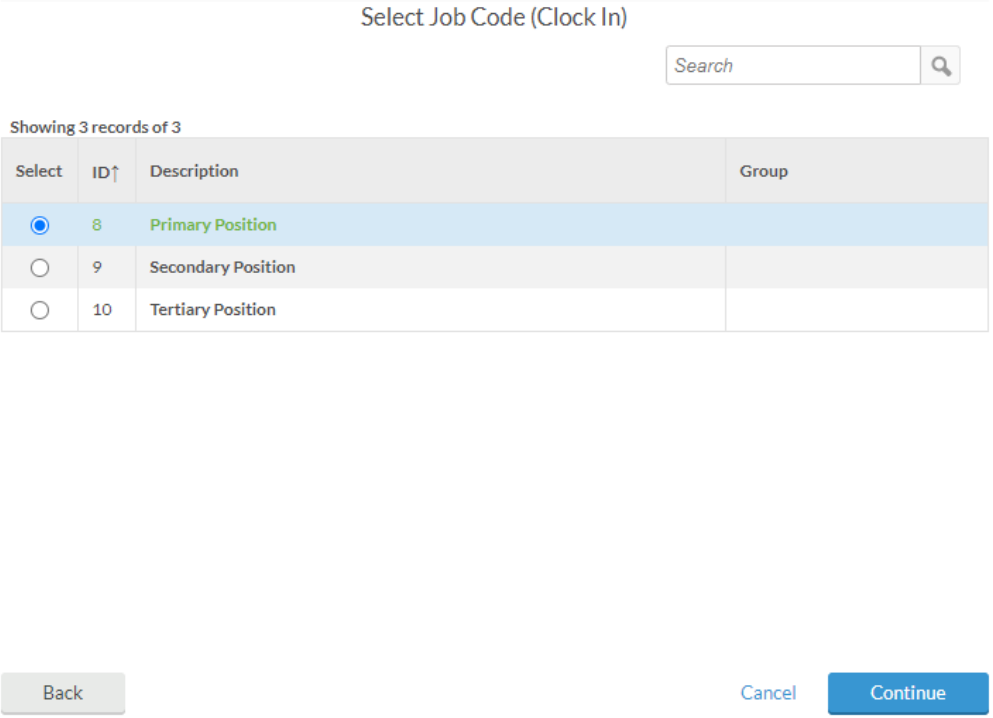
5. After you select “Clock In” you will be presented with a list of qualifying positions, your Primary Position will always be highlighted as your default position. Select your position for the **current clock operation** and continue.



Note: If you are working on single position, screen will display that as your primary position. You can continue to check in with same position.

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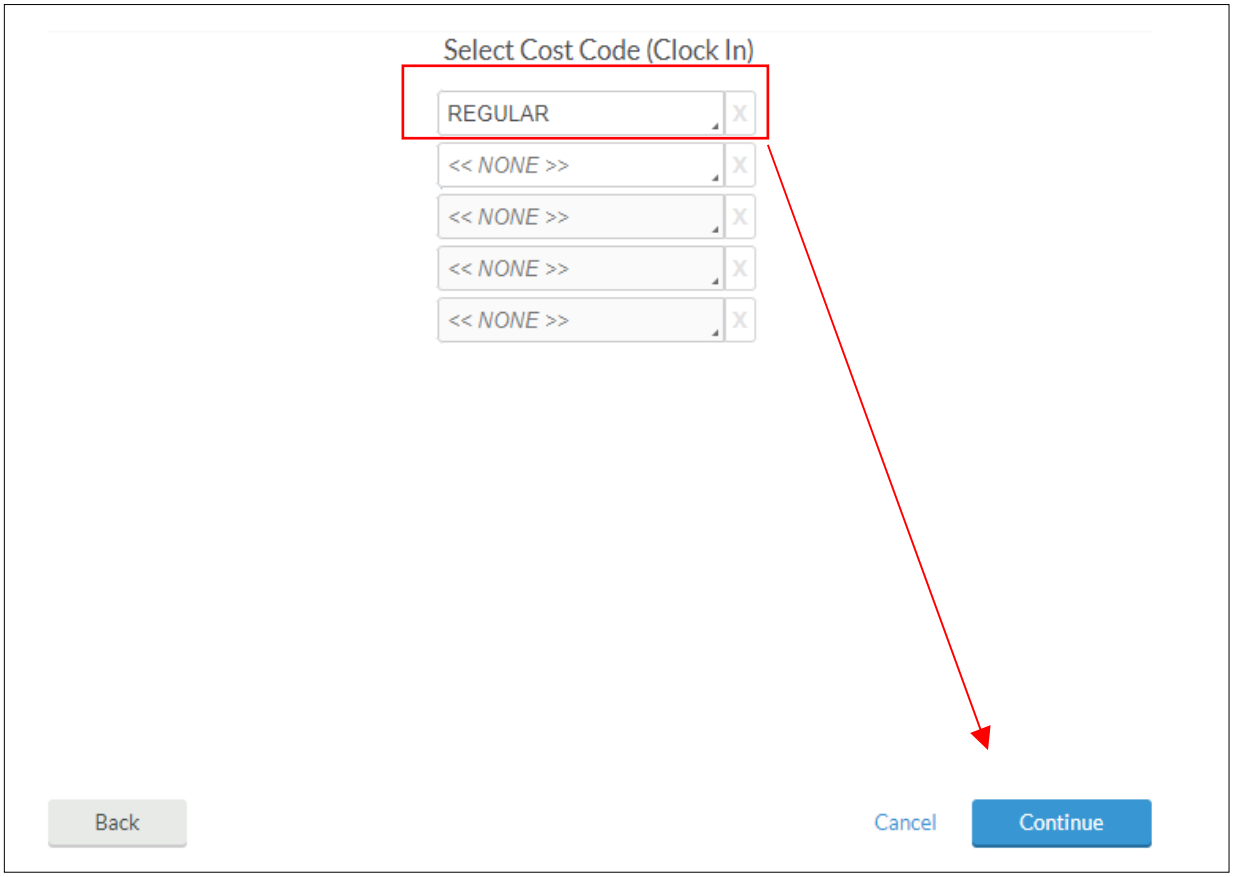
6. Now, you will be asked to you will be asked to select from a list of tasks. Select the option that best fits the work you're performing.

- Regular
- Call back
- Out of title
- Call back out of title

REGULAR OR CALL BACK JOBS

- Regular and Call Back only require you to select the (1) entry. Then press continue.



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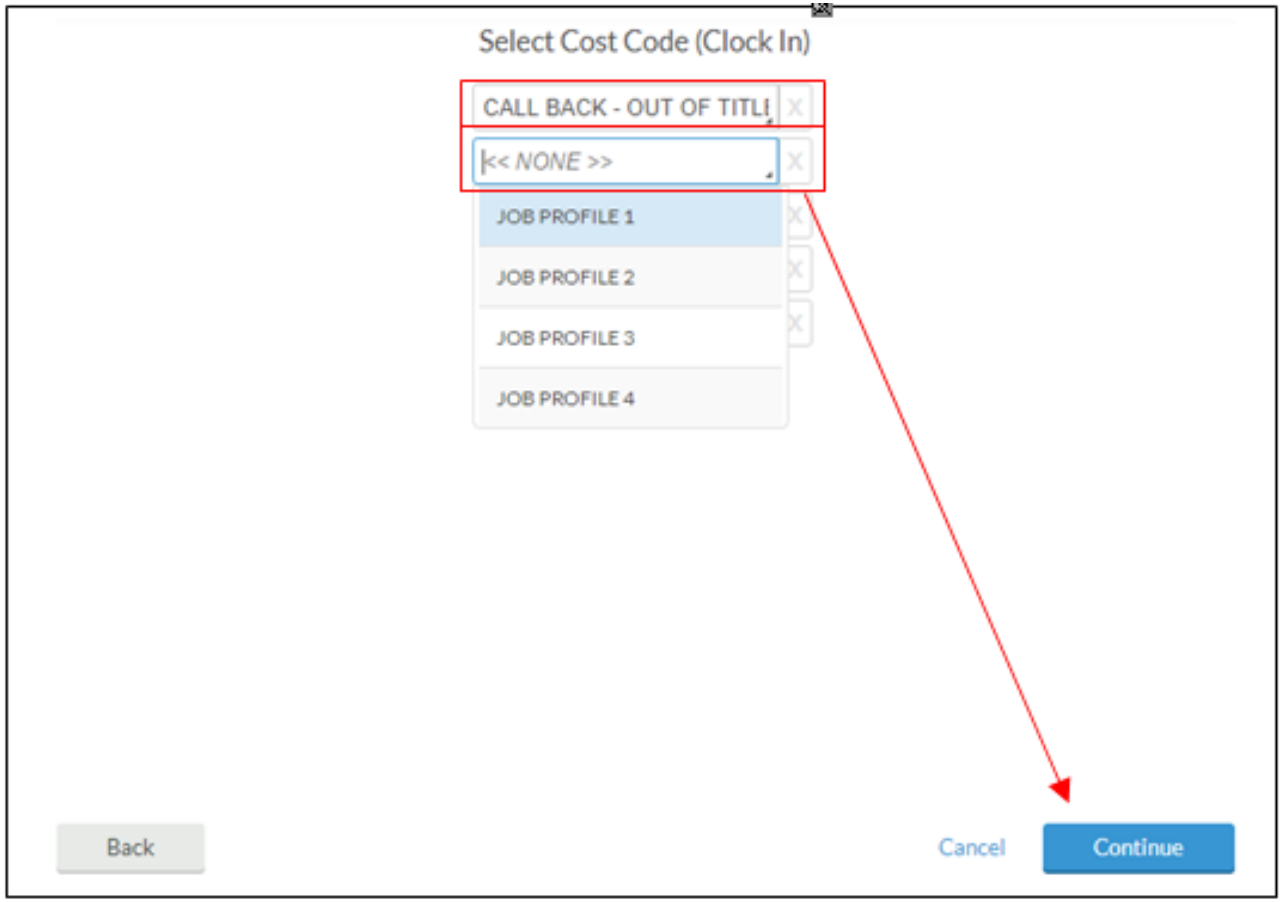
CALL BACK TITLE OR OUT OF TITLE

- Out of Title and Call Back Out of Title only require you to select the (2) entries.
- Select either **Call Back** or **Call Back Out of Title** in the first drop down menu.
- Then select the type of Out of Title work you are tracking time towards in the second drop down menu. You will see a list of different jobs like the picture down below.
- Then press continue.



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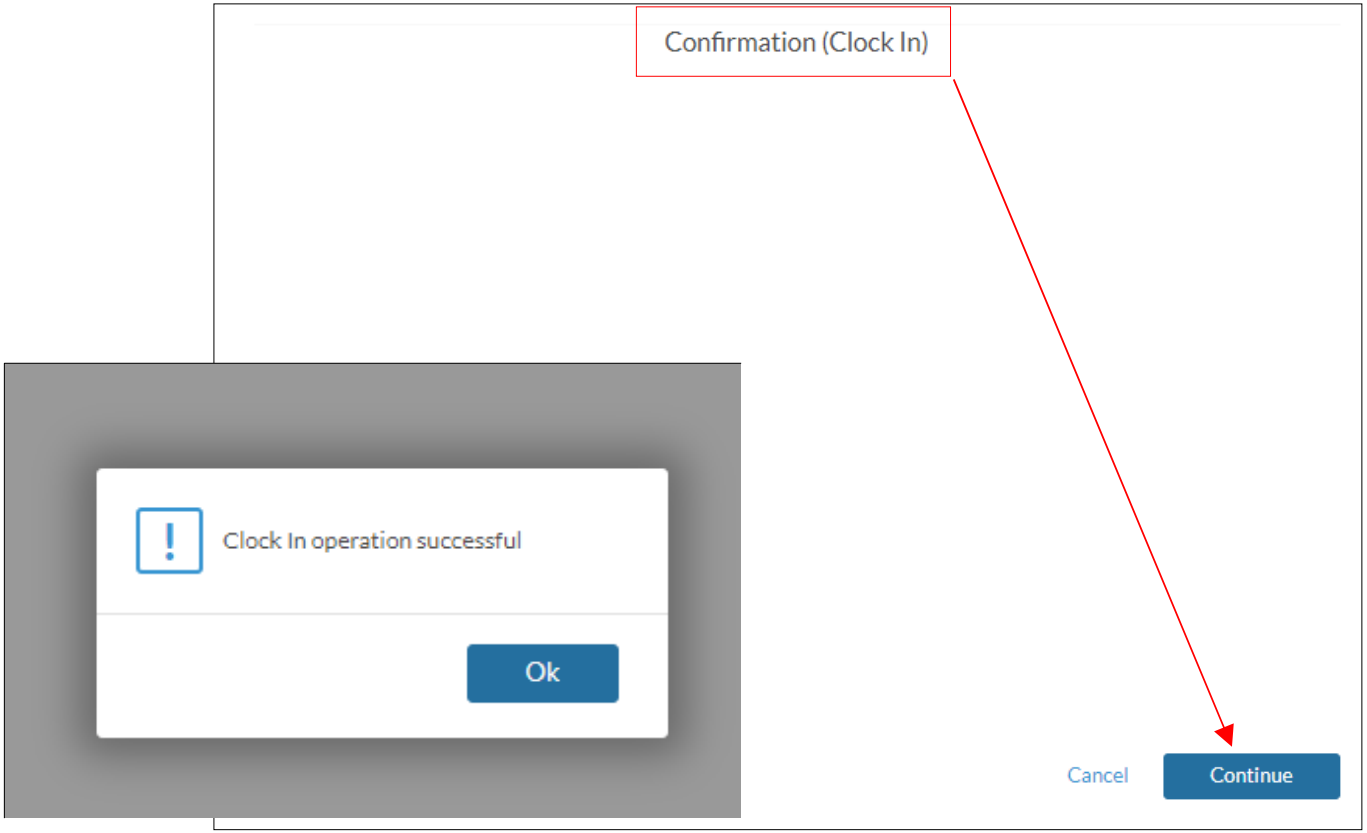
7. Now, next you will be asked to confirm your clock operation, select continue. Make sure to wait for the notification that shows your clock operations was successful.



STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.

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