WolfTime Training Video Read Along:

WolfTime Training: How to Clock in and Out of WolfTime with a Wall Clock

This video will explain how NC State's employees can clock in and out with the Kaba wall clocks around campus. This is Lewis. Lewis is a great example of a new employee who needs to use a Kaba wall clock to clock in and out of his job. First, Lewis needs to locate the Kaba clock nearest to his work site. Did you know there is a map of all the Kaba wall clocks on campus? You can find it here.

Once Lewis is at his wall clock, he can follow these instructions. When you place your badge over the sensor, it will recognize your information.

The wall clock will default to the next punch type either in or out automatically. Then you select the green icon to clock in or clock out.
If you're an employee with more than one job on campus, after you've tapped your badge on the clock, you will first select which job you're clocking in and out for.
Then you select the green icon.

Once you have swiped your badge, select Time Record View.

The date we'll default to today's date. You can select any date to review the times you clocked in and out for that day.
Once you've selected the day you want to review, select OK (Save). You will only see the clock entries made on the wall clock. It won't display any entries from the wall clock.
With clocking out being so easy, Lewis can start each day off right and keep on being an awesome NC State employee.