



THE BRANCH 324 BUZZ

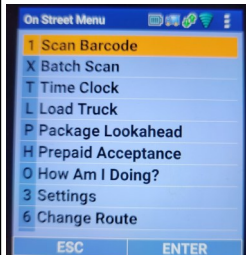


February 2023

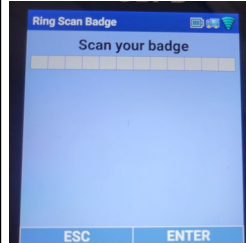
Clocking in on the scanners

Many offices across the country have been using their scanners for time keeping instead of using the EBR (Electronic Badge Reader). This change will be coming to Western Area in March/April 2023. A previous issue of 'Branch 324 Buzz' discussed this and here are some pictures of how it looked on previous versions.

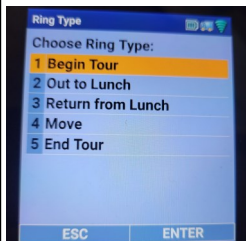
Here are a few screen shots and explanations of what it could look like:



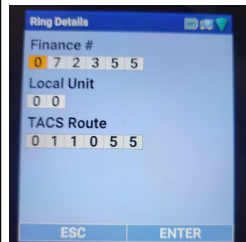
You will select the 'TIME CLOCK' feature from the main screen.



You will then be required to scan the bar code on your badge



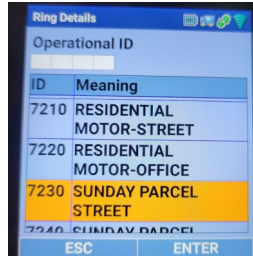
You will then be able to select the option you want. In this case, we have selected 'BEGIN TOUR'



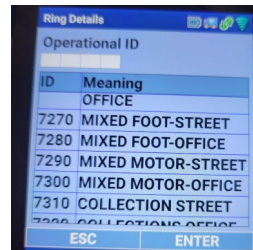
The system will have you verify your finance number and additional information from your facility.



There will be a list of Operation Codes for the employee to choose from depending on the specific job they are working.



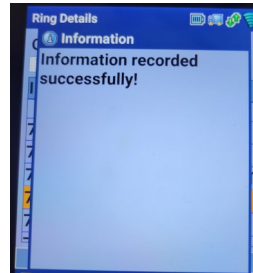
You can type in the Operation Code and it will populate various options with that number



The carrier can select from:

- OFFICE TIME
- STREET TIME
- STANDBY TIME

If there is a code we currently use, it will be available



The system will show the information has been successfully recorded and then you are done.

Local management will be notified when this will take effect should conduct stand-ups in each office. When we get notification from the NBA's office, we will also push out that information on our Facebook page (NALC Branch 324).

To keep up to date with the everchanging activities throughout the offices within our branch, follow us on Facebook at NALC Branch 324.

