



Dignity Health
T.E.A.M.

Employee Sign-Off at Badge Reader

1. Touch **Employee Information Icon**
2. Insert badge with barcode facing the blue arrow
3. Slide badge smoothly through the badge slot
4. Enter **PIN** (Last 4 digits of your employee ID number)
5. Home screen displays
6. Prior to sign off - review your timecard
 - a. Touch **Employee** icon on upper left
 - b. Touch **Pay Distribution**
 - c. Summary of current pay period hours displays
 - d. If you're satisfied with totals, touch **Home**
7. Touch **Sign off Current** icon
8. The legal attestation displays
9. Touch **I Agree**
10. Touch **Log out** or the in the upper right corner of the screen