

Need more Time Cards?

Our color-coordinated accessories
make reordering simple and fast.
Visit **uPunch.ca** and order
yours today.



uPUNCH

PAYROLL ID

DEPARTMENT

REG OT1 OT2 P

For more time tracking options, go to TrackMyPunch.com/SignUp.

	IN	START BREAK	END BREAK	OUT	REG	OT
16						
17						
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19						
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23						
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END OF WEEKLY PAY PERIOD

NOTES

EMPLOYEE SIGNATURE

END OF BIWEEKLY PAY PERIOD

020

V = Vacation S = Sick O = Other

Contact us five days a week.

8:00AM – 4:30 PM EST Monday to Friday (excluding Statutory Holidays)



Call
888-287-2144



Email
service@canadianuptime.com



Visit
support.trackmypunch.com

workwell
TECHNOLOGIES

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uPUNCH
CANADA

HN2000/HN4000 QUICK START GUIDE

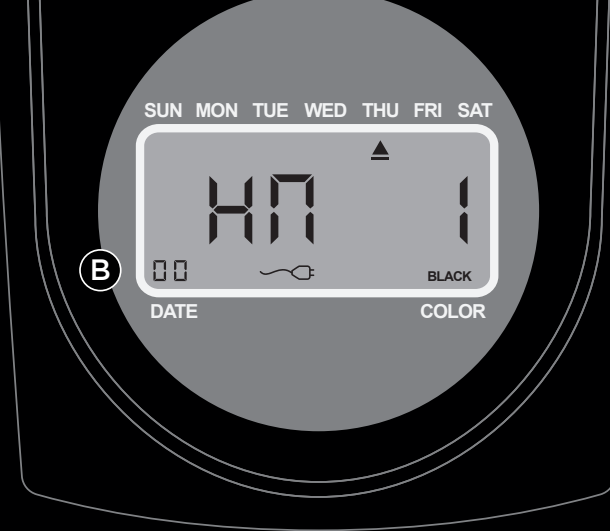
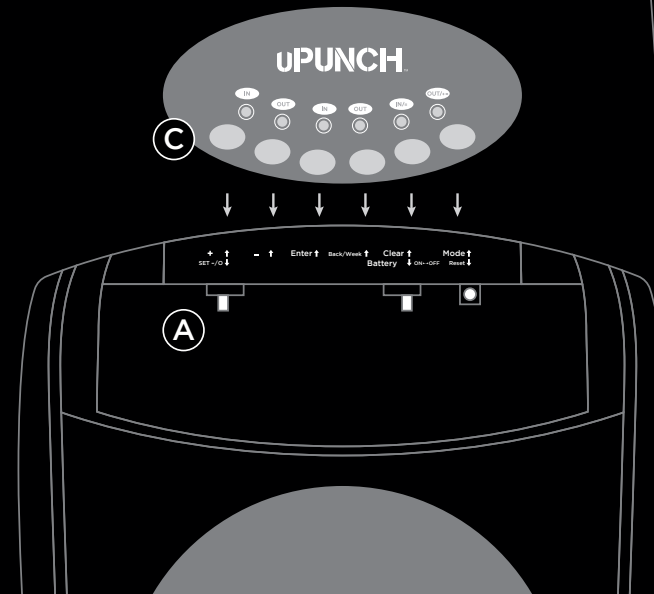
Rev: 04/2024

Ready to Punch in Minutes.

Adjust two settings to begin running uPunch. Advanced features are accessible in the complete product manual. Follow these steps to get started.

1 Set up the date and time

1. Remove the cover of the time clock using the enclosed key.
2. Move the Set switch to the right. (Fig. A) Screen should display HN 1 with code 00 in the lower left. (Fig. B)
3. Press Enter to set the year, adjust with + or - buttons. (Fig. C)
4. Press Enter to set the month then Enter again to set the day. Code 01 should show in the lower left.
5. Press Enter to set the hour then Enter again to set the minute. Code 02 should show in the lower left.
6. Press enter to complete Date and Time setup. Reference the product manual for details regarding changing between 24 and 12 hour clocks or adjusting Daylight Savings dates.



2 Set the pay period settings

1. Press the Mode button to set your Pay Period. Screen should display HN 2 with code 00 in the lower left. (Fig. B)
2. Press Enter (skip over the time for now) until you see code 01 in the lower left.
3. Choose your pay period setting using the + and - buttons. (Fig. C) Each pay period option has a separate value. See list to the right.
4. Press Enter to complete the Pay Period Settings.
5. Once you've set your pay period option, move the Set Switch to the left. (Fig. A)

01 Monthly

Select 01 for the Monthly option, then select the date on which the pay period will start.

02 Weekly

Select 02 for the Weekly option, then select the day on which the pay period will start. Enter 00 for Sunday, 01 for Monday, 02 for Tuesday, 03 for Wednesday, 04 for Thursday, 05 for Friday, or 06 for Saturday.

03 Biweekly

Select 03 for the Biweekly option, then select the month and date on which the first pay period started. Enter 01 for January, 02 for February, and so on.

04 Semi-monthly

Select 04 for the Semi-monthly option, then select the first payday. Enter 01 for the paydays to fall on the 1st and 16th of the month or enter 15 for the paydays to fall on the 15th and the last day of the month.

05 No Pay Period

Select 05 for the No Pay Period option, which will disable all pay period calculation and daily calculation settings and will allow you to punch in all six columns of the time card.

It couldn't be easier to register your uPunch time clock and enjoy the security our 2-year warranty provides.

Visit upunch.ca/warranty and enter the requested information.

