

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

NAME
PAYROLL ID
DEPARTMENT
REG OT1 OT2

PAY PERIOD
JOB
PAY RATE 1
PAY RATE 2
GROSS

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

	IN	OUT
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

END OF WEEKLY PAY PERIOD

NOTES

EMPLOYEE SIGNATURE

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@canadiantime.com



Visit
support.trackmypunch.com

workwell
TECHNOLOGIES

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by Workwell Technologies, Inc.
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UPUNCH
CANADA

HN1000/HN3000 QUICK START GUIDE

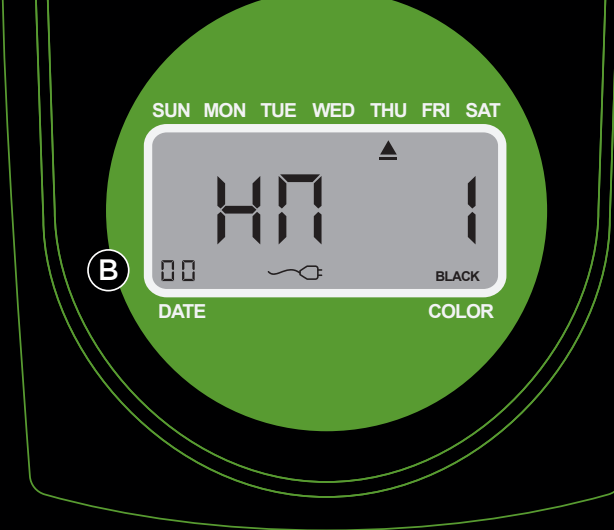
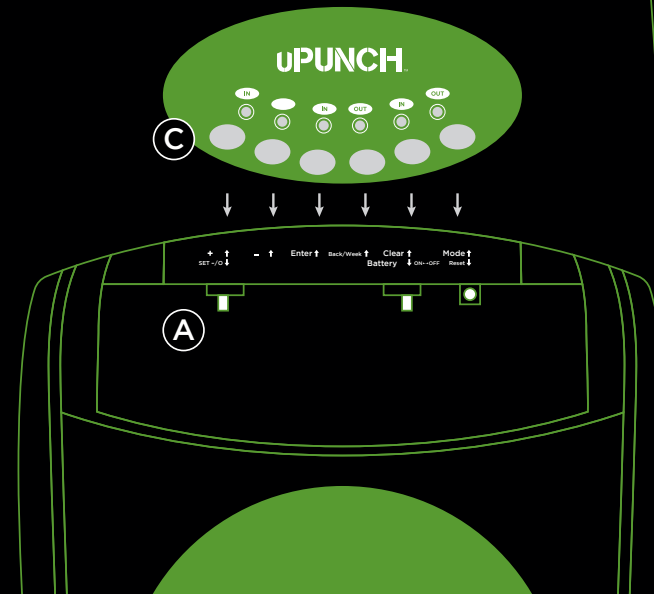
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Ready to Punch in Minutes.

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)

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.



01 No Pay Period

Use this for job tracking mode. This means there is no pay period set and the clock will punch in the row that correlates with the current date.

02 Monthly

Select 02 for the Monthly option, then select the date on which the pay period will start.

03 Weekly

Select 03 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.

04 Biweekly

Select 04 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.

05 Semi-monthly

Select 05 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.