

AMANO CINCINNATI INC

Time Information Systems Support

How to reuse badge number - Time Guardian Guide

AMANO CINCINNATI INC

How to reuse badge number – Time Guardian Guide



Must be on version 2.5.11 or higher

Badge number to be reused must be from deleted employee or inactive employee

© Amano Cincinnati Inc 140 Harrison Ave • Roseland, NJ 07068-1239 Phone 973.403.1900 • Fax 973.226.7863

- **1.** For reusing badge numbers from deleted employee simply create new employee and enter deleted employee's badge number. Otherwise, for reusing inactive employee's badge number do the following:
- **2.** Click on Select Employee button



3. Select All Employees radio button & All Employees checkbox

Select Employees	
Selection Type Department Call Employees Departments	Employee List ✓ 6890 0 98246 ✓ 1391 0 ✓ 4736 D ✓ 2471 0 ✓ 7054 ✓ 1618 8 ✓ 0094 ✓ 6827 W
🔲 All Departments 💦 🤇	All Employees
<u>✓ 0</u> K	X Cancel

- Rи Date Mon 2/11/2008 ٠ **S**. Tue 2/12/2008 Wed 2/13/2008 ٧ Thu 2/14/2008 1 **S**2 Fri 2/15/2008 < Add Employee Delete Employee **Pay Period Hours T** Employee Department Schodulo Sort By ... Employee warn Badge Number Last iver First Name Department
- 4. Right click on the employee list, select Sort By ... then Badge Number

5. Select Employee menu then Add Employee

GR T	ime Cum	dian B	elton ,Ste
File	Employee	Display	Communic
Add Employee			
	Reports		

6. From top to bottom of Employee List, locate Badge/Pin Number of Inactive employee to reuse

Employee (Weber,Ale	kander)			
<u>B</u> 🛛 🗙 🔊 🖹	E			
General Personal Salary	Pay Wages		Employee List:	
Last Name	Type of Employee		Read and the second	
water	Hourly	-		
Middle Name	Department			
	Community Relations	-		
First Name	Schedule			
59:000:0	No Schedule	-		
Employee Number	Pay Policy			
6827	Woodlake Maintenance	-		
Badge/Pin Number	Hire Date			
00000009	1/25/2008	•]	
Inactive Date	Holiday Eligibility Date			
2/21/2008 💌	2/21/2008	\mathbf{v}		
✓ Inactive	✓ Not Eligible for Holidays			

7. Change any 0 digits on left of badge number to signify inactivity of employee, example 'i'. Then select New button and select Yes to save changes.

Employee (Weber,Alex	
B R X P B	
General Personal Salary	
Last Name	
W 5565	
Middle Name	
First Name	
Mitter	
Employee Number	
6827	c
Badge/Pin Number	Confirm 🛛 🔀
ic0000009	Do you want to save the change?
Inactive Date	Do you want to save the change?
2/21/2008 💌	
✓ Inactive	Yes No

8. Then create new employee, reuse badge number, and select Save button.

Employee (Weber,Alex
<u> II X n e</u>
General Personal Salary Last Name
asdfasdf
Middle Name
First Name
asdfasdf
Employee Number
9
Badge/Pin Number
9
Inactive Date
2/21/2008 📃
Inactive

9. If presented with *Duplicate Badge Number!* <u>Warning</u> message, this means inactive employee's badge number was not edited (refer to 7) or another active employee is already utilizing the number to be reused.



10. Finally, click the Download button or go to the Communication menu and Poll/Download then Downloading.

