



AMANO CINCINNATI INC

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Time Information Systems Support

How to reuse badge number – Time Guardian Guide

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# How to reuse badge number – Time Guardian Guide

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Must be on version 2.5.11 or higher

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

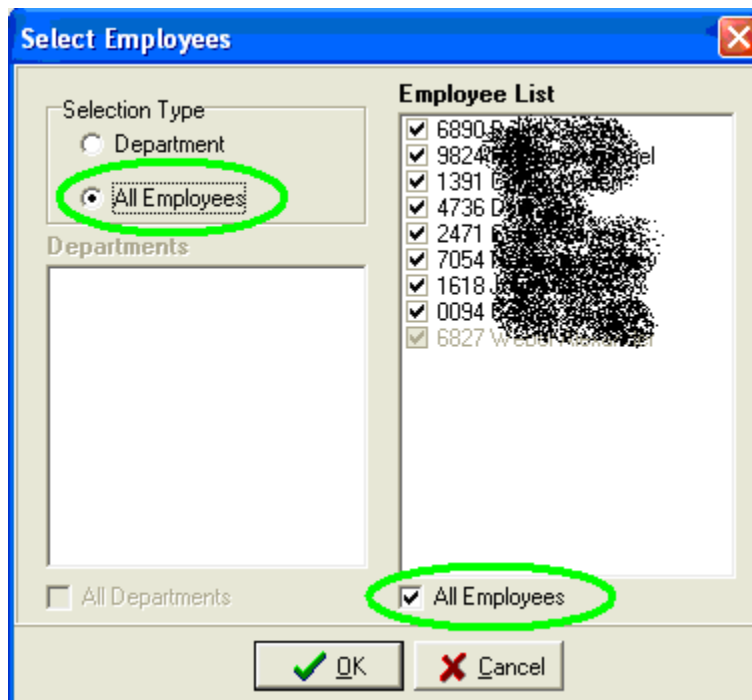
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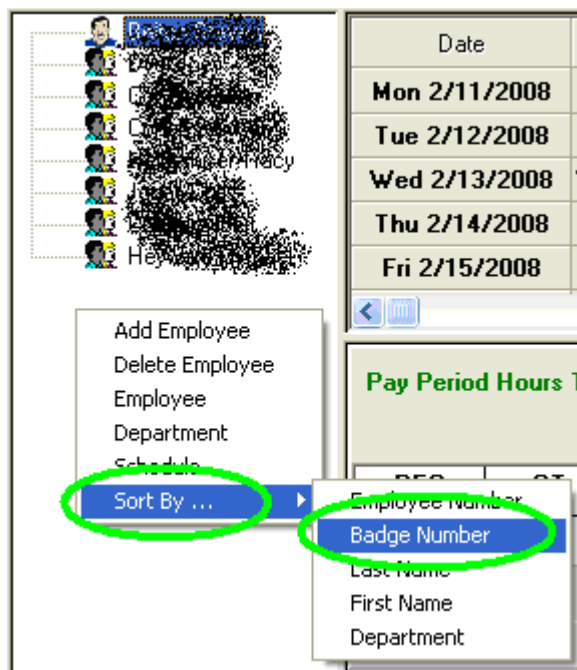
1. **For reusing badge numbers from deleted employee** simply create new employee and enter deleted employee's badge number. Otherwise, for reusing inactive employee's badge number do the following:
2. Click on Select Employee button



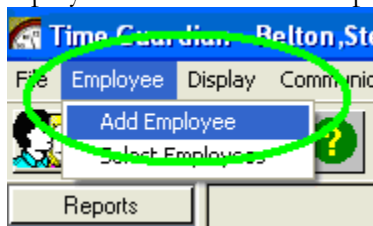
3. Select All Employees radio button & All Employees checkbox



4. Right click on the employee list, select Sort By ... then Badge Number



5. Select Employee menu then Add Employee



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

**Employee (Weber, Alexander)**

General | Personal | Salary Pay | Wages

Last Name:

Middle Name:

First Name:

Employee Number:

Badge/Pin Number:

Inactive Date:

☒ Inactive

Type of Employee:

Department:

Schedule:

Pay Policy:

Hire Date:

Holiday Eligibility Date:

☒ Not Eligible for Holidays

Employee List:

- Howard, Michael

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

**Employee (Weber, Alexander)**

General | Personal | Salary

Last Name:

Middle Name:

First Name:

Employee Number:

Badge/Pin Number:

Inactive Date:

☒ Inactive

**Confirm**

Do you want to save the change?

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

Employee (Weber, Alex)

General | Personal | Salary

Last Name  
asdfsdf

Middle Name

First Name  
asdfsdf

Employee Number  
9

Badge/Pin Number  
9

Inactive Date  
2/21/2008

☐ Inactive

9. If presented with *Duplicate Badge Number! Warning* 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.

