
Frequently Asked Questions

What happens when the network is down?

The badge reader and the web can store transactions until the network connection is restored. The data will then be uploaded.

Who should I contact for help?

Check with your supervisor first.

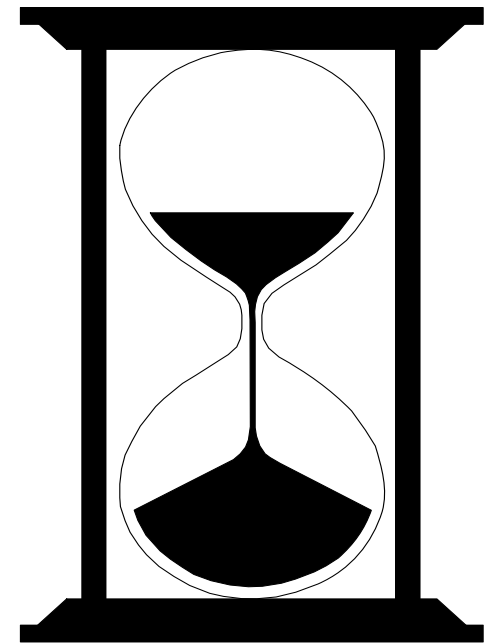
Notes

Badge Maintenance

- ✓ Keep your badge in a safe place—away from PCs and microwave ovens.
 - ✓ Do NOT put recognition pins on it.
 - ✓ Do NOT use your badge as ice scraper.
 - ✓ Do NOT put it in the laundry.
 - ✓ Do NOT keep it near a magnet.
 - ✓ Swipe from top to bottom with the magnetic strip toward the blue arrow.
 - ✓ Valid swipes are indicated by a single beep; multiple beeps indicate an invalid entry.
 - ✓ Record all errors/omissions on the adjustment sheet in your department.
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Duke University

API Time & Attendance Instructions



For assistance or additional information, contact your supervisor.

Badging

Sign In/Sign Out

Badge Reader

- Swipe badge.
- Look for the green light.
- Listen for a single beep.

TimePC (via the web)

- Log on to the website:
stellar.oit.duke.edu/wwwtimepc
- **Employee Number**: enter your Duke Unique ID.
- **PIN**: enter your PIN
- Click **ONCE** in the **Quick Badge Only** box.

Note: If you click on Login or hit enter, you can also click on Quick Badge on the upper left of the next screen.

For assistance or additional information, contact your supervisor.
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Checking Time via Web

- Log on to the website:
stellar.oit.duke.edu/wwwtimepc
- Enter your **Employee Number** (Duke Unique ID).
- Enter your **PIN**.
- Click on **Login** or hit **Enter** on the keyboard (NOTE: Do NOT click Quick Badge Only).
- Under **Time Card Report** (lower left), select **Current PP-(Pay Period)**.
- Scroll down to review balances for vacation and sick.
- Always click **Logoff** to end session.

Checking Time via Phone

- Dial **681-1011** (local) or **1-888-838-5100** (toll-free).
 - Enter Employee ID number (Duke Unique ID).
 - Press **#** key.
 - Enter PIN.
 - Press **#** key.
 - Press 3 for Vac, Sick Balances, **OR** Press 4 for Hours Worked.
 - Listen for balance information.
 - Press the **#** key.
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