

TimeClock Authentication Options

Last Modified on 10/10/2023 1:35 pm CDT

Note TempWorks Software is no longer selling physical TimeClocks.

While physical TimeClocks are still in the [Extended Support](#) product life cycle, it is recommended that clients utilizing physical TimeClocks begin to research and plan for future TimeClock solutions.

Please contact [TempWorks Account Management](#) to discuss new solutions including the [On-Site TimeClock](#) that utilizes our Buzz application.

TempWorks TimeClocks allows multiple methods to allow the employee authenticate, or clock-in, to the TimeClock. Below is an overview of each way we can configure the methods.

1. QuickPin
2. Proximity Cards
3. Mag Cards

QuickPin

QuickPin is by far our most simple and straightforward authentication method as there is no additional physical hardware needed. QuickPins can be setup to be a combination of letters and numbers, just letters, or just numbers.

Setting Up the Pin in WebCenter

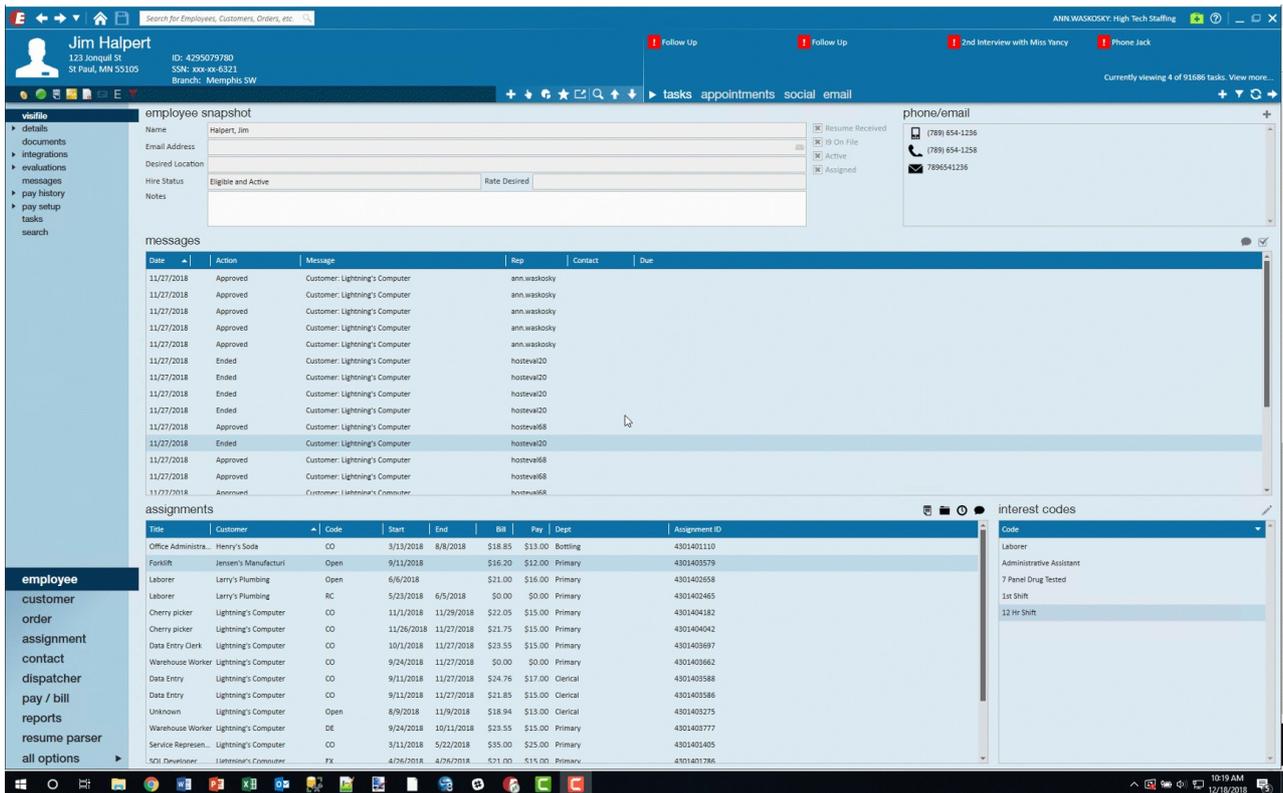
First, we want to configure how many letters and numbers we want our employees to use for their pin. Navigate to the admin portal of WebCenter in the 'Config' tab. Under the category 'TimeClock,' navigate to 'QuickPin Numeric Length' and 'QuickPin Text Length':

Entity	Category	Setting Name	Default	Action
Default - 1	Adjustments	Allow deleting of TimeClock timecards Allow deleting of TimeClock timecards from webcenter UI	Default: true	Show Rules (9) ▶
HFStaffing - 150	Applicant Portal	Double Punch Threshold Amount of time that must pass between punches before punch is considered valid	Default: 5	Show Rules (8) ▶
HiTech - 2	Candidate Statuses			
Sales - 65	Cost Centers			
CSS - 64	Customer	3rd Shift Back Week End Day Configuration will cause timeclock timecards to have a week end day one day earlier than the one listed on the customer record, if asg has shift. Used for third shift invoicing.	Default:	Show Rules (0) ▶
	Customer Candidate			
	Document Types			
	Employee			
	Miscellaneous	Show Comments Field Enables the "Comments" field on TimeClock timecard details	Default: false	Show Rules (1) ▶
	Notifications			
	Order	Max Shift Length Enter the maximum amount of minutes that a shift can last.	Default: 780	Show Rules (3) ▶
	Pay Codes			
	Required Documents			
	Timecard	Shift Gap Gap between punches that causes shifts to split	Default: 0	Show Rules (1) ▶
	TimeClock			
	TimeClock Rules	Use Timeclock Department for Cost Centers If set to true, timeclock will look for cost centers on its department, otherwise it will look cost centers from the customer	Default: false	Show Rules (0) ▶
	Users			
	Vendor			
		QuickPin Numeric Length Length of numbers used for a TempWorks TimeClock quick pin	Default: 4	Show Rules (3) ▶
		QuickPin Text Length Length of text used for a TempWorks TimeClock quick pin	Default: 3	Show Rules (5) ▶

By default, the numeric length will be four numbers and the text length will be three. In most cases, employees are setup with their QuickPin being the first three letters of their last name and last four digits of their SSN. These numbers can also be changed.

Managing the Pin in Enterprise

Once the employee has been attached to an assignment the customer is correlated to, a QuickPin will automatically generate in the 'TimeClock Credentials' of the employee record. You can always go back and change the pin by navigating to the employee record and managing their TimeClock credentials in the action's menu:



Proximity Cards

TempWorks does not sell cards to use for the readers. TempWorks does provide specifications of the cards for the TimeClock readers:

- The proximity credentials we support are the HID Prox standard (125kHz) in 26bit format (H10301).
 - There are a variety of form factors to choose from but the HID 1326 is the most popular form and easy solution.
 - Other options include a smaller key ring tag for the HID 1346 (if they don't want full card size these are nice and compact)
 - Or the HID 1391 which is the smallest tag, it could stick onto other credentials or materials they are issuing.
- An example of a known working card can be found [here](#).
- The cards should always be pre-programmed unless they have a programmer for them which we would be unable to help with.
 - ***Note*** If pre-programmed cards are purchased, the client should ensure the seller keeps track of the values on the cards that were sold to ensure cards with duplicate values are not used.
- The Format Number should be 26 bit which would allow up to 9 digits for card numbers.
- They should avoid using the I class type of cards as these are unsupported.
- Values the cards are programmed with will ultimately be up to the client, however, there should be a consistent value that corresponds to the TimeClock credential type "SmartCard" setup.
 - If this authentication method is new to the client, we will most likely need to go through a testing and

setup process once they have encoded cards.

- Our suggested consistent value is making the last 4 characters always be numeric.
 - For example, the full value on a card could be something simple like 1234 or FirstnameLastname1234 and we would have 1234 as the credential on the employee profile.
 - ***Note*** TempWorks is able to read and parse values other than last 4 numeric from cards, however, it will require additional setup and testing.

Mag Cards

TempWorks does not sell cards to use for the readers.

Very few things with a magnetic strip won't be readable by the hardware TempWorks provides, however, if you would like a starting point, the website for our reader can be found [here](#) and a few options for blank mag cards can be found [here](#).

- If you are buying blank cards, you will also need to purchase an encoder. One option can be found [here](#).
- It is also possible to purchase pre-encoded cards (similar to prox card process above).
 - ***Note*** If pre-encoded cards are purchased, ensure the seller keeps track of the values on the cards that were sold to ensure cards with duplicate values are not used.
- Values the cards are programmed with will ultimately be up to you, however, there should be a consistent value that will correspond to the TimeClock credential type 'MagCard' setup.
 - Our suggested consistent value is making the last 4 characters always be numeric.
 - For example, the full value on a card could be something simple like 1234 or FirstnameLastname1234 and we would have 1234 as the credential on the employee profile.
 - ***Note*** TempWorks is able to read and parse values other than last 4 numeric from cards, however, it will require additional setup and testing.

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