

Need more Time Cards?

Our color-coordinated accessories make reordering simple and fast. Visit uPunch.com and order yours today.



uPUNCH

PAYROLL ID

DEPARTMENT

REG OT1 OT2

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

	IN	OUT
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EMPLOYEE SIGNATURE

V = Vacation S = Sick O = Other

Contact us seven days a week.

Monday-Friday 5am-6pm Pacific | Saturday-Sunday 7am-3:30pm Pacific



Call
800-518-8925



Text
760-701-5102



Email
support@trackmypunch.com



Visit
support.trackmypunch.com

Dealer ID

Device ID

workwell
TECHNOLOGIES

Designed, Developed, and Supported
by Workwell Technologies, Inc.
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Watch and Learn

Take the guesswork out of uPunch setup so your employees can start punching right away!

View our instructional videos on your own time, at your own pace.

Learn how to set up your pay period settings, time card punching and more with the valuable video tips and resources

Simply visit upunch.com/resources to view the helpful videos.



Or scan this QR Code to get our step-by-step videos right on your phone.

uPUNCH
IT'S TIME TO WORK



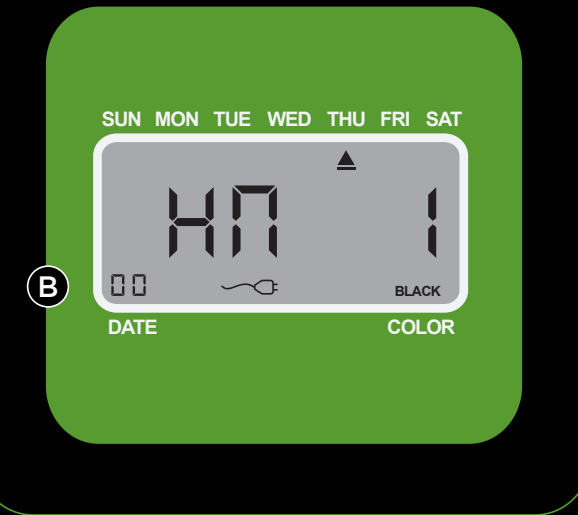
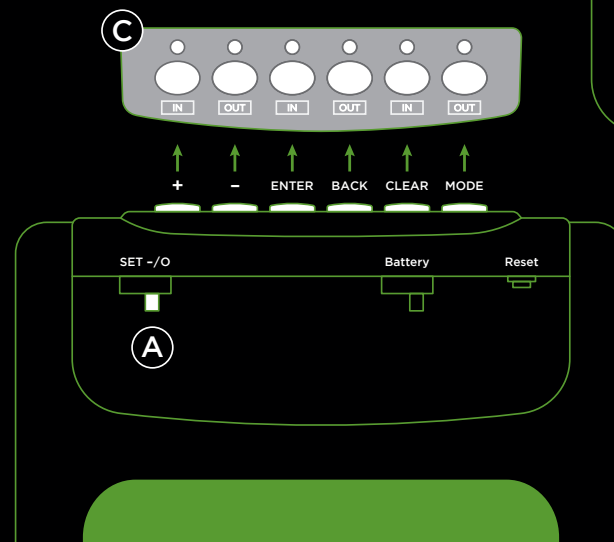
HN1000/HN3000 QUICK START GUIDE

Punch with paper. Save time in the cloud.

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)

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.

OPTIONAL

Set up a FREE uPunch online account and select your warranty

1. Go to TrackMyPunch.com/SignUp
2. Enter the **Dealer ID** and **Device ID**
3. Enter your company information

Once your online account is set up, easily manage all your employee time and attendance after manually entering time card data.