

Need more Time Cards?

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



Contact us five days a week.

Monday-Friday 5am-6pm 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.
© Workwell Technologies, Inc. All rights reserved.
2777 Loker Avenue Suite A Carlsbad CA 92010
workwelltech.com

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



HN2000/HN4000 QUICK START GUIDE

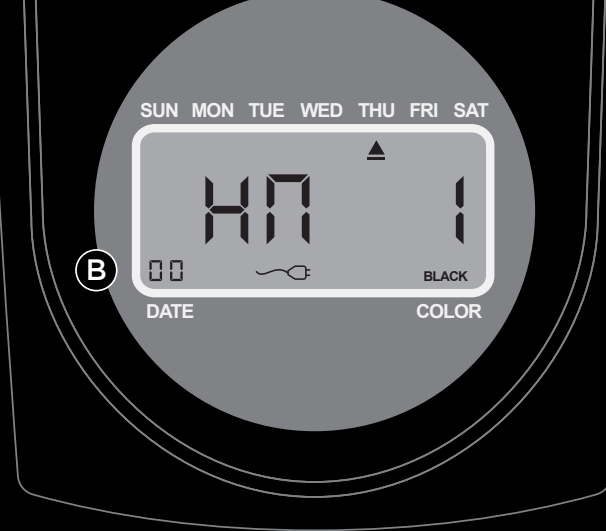
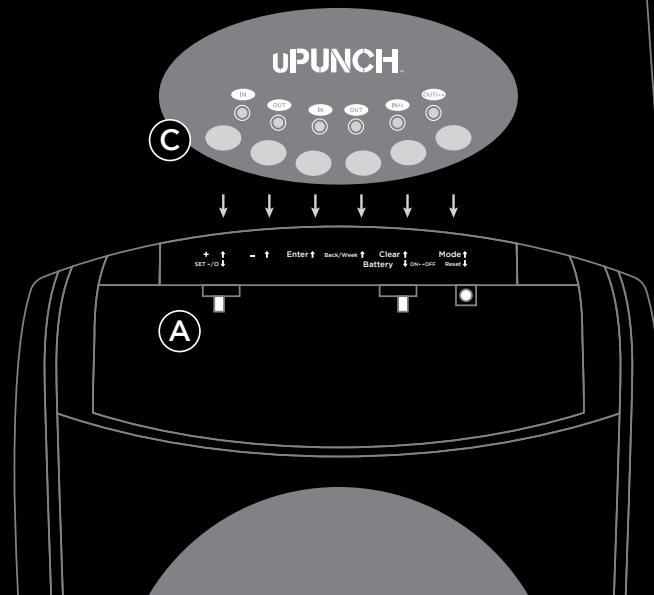
Rev: 04/21

Ready to Punch in Minutes.

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)

It couldn't be easier to register your uPunch time clock and enjoy the security our 2-year warranty provides.

Visit upunch.com/warranty and enter the requested information.



01 Monthly

Select 01 for the Monthly option, then select the date on which the pay period will start.

02 Weekly

Select 02 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.

03 Biweekly

Select 03 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.

04 Semi-monthly

Select 04 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.

05 No Pay Period

Select 05 for the No Pay Period option, which will disable all pay period calculation and daily calculation settings and will allow you to punch in all six columns of the time card.