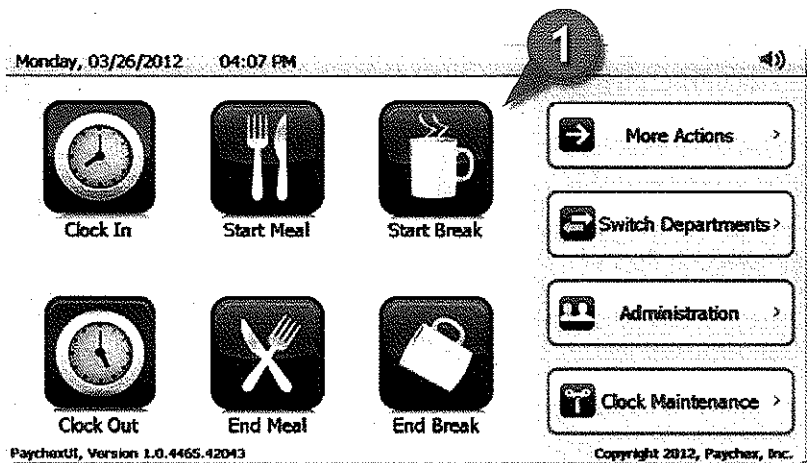# Employee Punching at a Proximity 2000 Time Clock

To track the amount of time worked, your company provides badge clocks for time punching. Paychex® Proximity 2000 Time Clocks have the option of using touch screen keypad entry or a proximity badge.
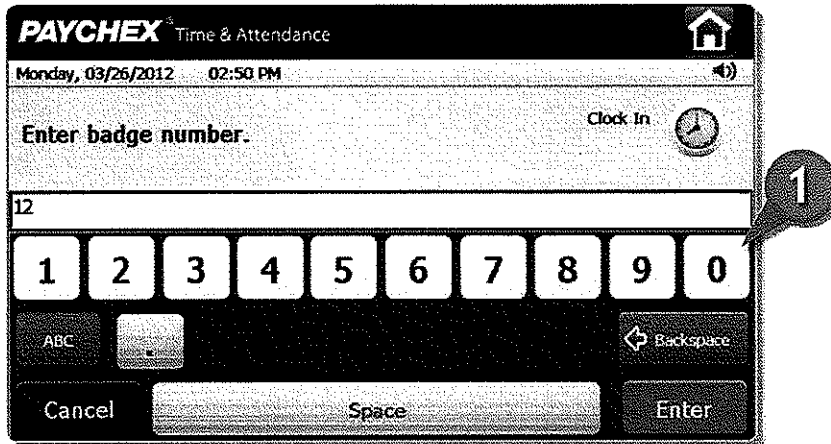
How to Punch

To enter time into a Proximity 2000 time clock:

1. Choose one of the six function keys. **(1)**

   - **Clock In** - used at the start of a shift
   - **Clock Out** - used at the end of a shift
   - **Start Meal** - used at the beginning of meal
   - **End Meal** - used at the end of meal
   - **Start Break** - used at the beginning of a break
   - **End Break** - used at the end of a break

i If enabled, you may have the screens display in Spanish by tapping the Espanol button at the top of the home screen.

2. Use the touch screen numeric keypad to enter a badge number **(1)** or swipe your badge card on the right side of the clock in a downward motion.

3. If entering a badge number, tap **Enter**.

4. The clock displays *You have successfully clocked in. [DAY, DATE, TIME]*