



Time Clock Sanitation Best Practices

At Infiniti Resource Management, we care deeply about all our employees impacted by the difficult times brought on by the Coronavirus/COVID-19.

We've partnered with RealTime to bring you some cleaning tips to keep both you, and your equipment, germ free.



- Time clock surfaces, touch screen, display and keypad areas should be cleaned periodically with a glass cleaner applied to a soft, lint free cloth.
- Biometric scanners should be cleaned periodically with diluted dishwashing liquid applied to a soft, lint-free cloth.
- The badge swipe channel on time clocks with integrated barcode badge readers should be cleaned periodically by folding a paper towel sprayed lightly with a glass cleaner over a badge and swiping the badge several times.
- Hand sanitizer gel and/or alcohol-based cleaning wipes may be applied to employee hands prior to and/or after using the time clock or biometric scanner, provided hands are dry prior to touching the time clock or scanner.

IMPORTANT Please adhere to the following guidelines to avoid damaging your Time Clocks:

- Do not apply sanitizing gels or wipes directly to the time clock or scanners, as they may cause damage and potentially render the time clock and scanner unusable.
- Do not use alcohol-based cleaning products or solvents such as benzene or acetone to clean Kronos time clocks or biometric scanners as they may cause damage and potentially render the time clock and scanner unusable.
- Cleaning solutions/liquids should never be sprayed/applied directly on time clock surfaces, touch screens or biometric scanners. They should be applied first to a soft, lint-free cloth.
- Do not use steel wool or any other abrasives; always use a soft, lint-free cloth.



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Cleaning Instructions: To disinfect the biometric sensor and/or touchscreen on the terminal, use a soft, micro-fiber cloth dampened with 70% isopropyl alcohol (rubbing alcohol) or similar non-abrasive, non-toxic non-bleach disinfectant safe for LCD screens. Do not over-saturate the touchscreen or biometric sensor. Do **not** directly spray any liquids onto the terminals directly.

Time Clock Alternatives

Here are five effective ways to keep your employees engaged with punching time.

1. **Web Punch:** This function allows employees to punch in and out via the web. Optional access profiles allows you to restrict employees' punch activity from specific locations (IP restrictions).
2. **Mobile App:** Mobile application allows employees and managers to access their timesheet information to log time. This mobile application can also restrict employee punches based on their location (geofencing).
3. **Manual Timesheet:** Provide a written timesheet to your IRM Processor for manual entry.
4. **Face Clocks:** Our facial recognition time clock allows employee to punch in and out without having to touch any piece of equipment.
5. **Proximity Time Clocks:** This option uses swipe badges to collect punches without the employee touching equipment with their hands.

Please contact the IRM office today at 813-664-1664 if you have any questions about these products or services, or if you would like some assistance with setup or configuration of these options.



We are here for you, and we will get through this crisis together.