



BRC GENERAL NOTICE

#2026 - 001

Effective 0001 Monday January 5th, 2026.

To: ALL Employees.

Subject: New ADP Time Keeping Kiosk for ALL EMPLOYEES.

New time kiosks have been installed at all locations where employees report to work. These kiosks will be used by **all employees** when starting their tour of duty and upon completion of their tour of duty. The kiosks are mounted on the wall and have display screen and black frame (see picture below.)

Each kiosk is equipped with a touch screen. A BRC employee number is all that is required to sign in.

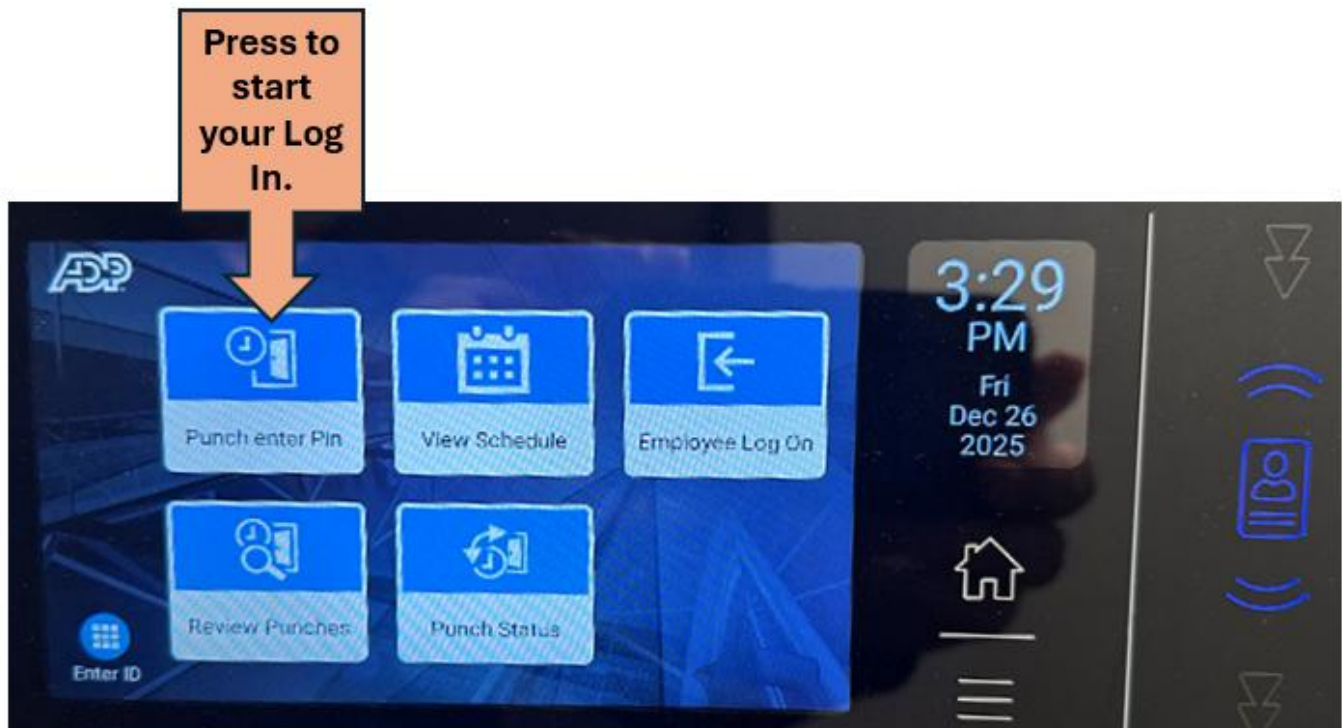
Instructions for Using the Kiosk:

1. Press the **Punch / Enter PIN** tab.
2. Enter your employee number.
3. Press **Enter**.

The system will then register you as reporting and on duty. Upon completing your tour of duty, repeat the same steps to sign out.

All employees **must** use the kiosk when reporting for duty and upon completion of their tour of duty. Employees must also continue to use the current reporting system their department has in effect until otherwise authorized.

If the kiosk does not recognize your employee number, you must immediately notify your supervisor.



End of General Notice

Chris Gorski
Assistant Superintendent of Transportation

BRC General Notices in Effect:

Year of Issuance	Numbers
2026	001
2025	003, 004, 006