



Kronos Time Clock Directions

<p>Transfer Job</p> 	<ul style="list-style-type: none">➤ Select transfer job icon➤ Swipe badge➤ Use up and down arrows on clock to find the job you need to transfer to➤ Select the job➤ Select submit➤ You should see a green light which indicates acceptance of the transfer <p>**Only use this function if you are authorized to transfer to a specific job.</p>
<p>Accrual Balances</p> 	<ul style="list-style-type: none">➤ Select accrual balance icon➤ Swipe badge➤ Select “as of” accrual balance day➤ Use up and down arrows to view accrual types and balances
<p>View Totals</p> 	<ul style="list-style-type: none">➤ Select view totals icon➤ Swipe badge➤ Select time period/pay period to view➤ Press the arrow icon for further details on totals
<p>View Timecard</p> 	<ul style="list-style-type: none">➤ Select view time card icon➤ Swipe badge➤ Select pay period➤ Select day➤ This will allow you to see hours worked, punches, transfers, and daily totals➤ Report any missed punches or errors to your supervisor
<p>Review Punches</p> 	<ul style="list-style-type: none">➤ Select review punches icon➤ Swipe badge➤ This will allow you to review your punches for the day
<p>Request Time Off</p> 	<ul style="list-style-type: none">➤ Select request time off icon➤ Swipe badge➤ Submit request➤ Select start and end date➤ Select pay code (Sick, Vacation, Comp, etc.)➤ If the date(s) are correct press continue➤ Select duration (full day or hours)➤ Select continue➤ Select start time and enter➤ Select AM or PM and enter➤ Select length of time needed➤ If start time and length are correct press submit➤ If you want to select additional time off press “add another” and follow the steps above
<p>Approve Timecard</p> 	<ul style="list-style-type: none">➤ Select approve time card icon➤ Swipe badge➤ Select previous pay period➤ Review hours worked by day➤ If everything is correct, press approve➤ If there are errors, contact your supervisor to correct

* To get out of any time clock function you can hit the home key located at the bottom right hand corner of the timeclock.

* Do not touch the “maintenance” button located at the bottom left corner of the timeclock.