

KRONOS TIME CLOCK – QUICK REFERENCE GUIDE



Using the Soft Keys

During designated off-peak hours, the Kronos time clock will provide employees expanded functionality via additional soft keys.

1. On the screen, touch the applicable soft key. Regardless of the soft key, you will need to scan your finger on the top of the device before proceeding.
2. Follow the instructions when prompted. To accept information, touch **Enter**.

Common Error Messages

Error 01-1: Error reading finger scan

You may not have placed your finger on the scanning device properly. Try again. If you get the same message, see your Manager.

Error 06-2: Unknown home employee

You may be a new hire and your information has not yet been sent to the clock. See your Manager.

Error 04-1: Rejected

You have already successfully scanned your finger. If you are attempting to enter another punch, not enough time has gone by since entering the previous punch. Wait a moment or two, then try again.

Clocking In/Out

1. To clock in/out, select the appropriate soft key and scan your finger by placing it on the top of the time clock device.

Note: The screen displays the timestamp of the clock in/out action

Viewing Your Information

You can view your Timecard and Accruals information.

1. Tap the applicable soft key.
 2. Scan your finger by placing it on the finger scanner on top of the device.
 3. Review the information on the screen.
 4. Press **Home** when finished.
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Approving Your Timecard

Use the Approve Timecard soft key to review and approve the timecard for a specific pay period. You can also use this transaction to revert an approved timecard to its un approved state.

1. Tap **Approve Timecard**.
 2. Scan your finger by placing it on the finger scanner on top of the device.
 3. Scroll through the timecard and select the Pay Period you wish to approve.
 4. Tap **Submit**.
 5. When the timecard entries are displayed, tap **Approve** or **Remove Approval** as needed.
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Transferring to a Different Job/Department

1. Tap the **Choose Job** soft key.
 2. Scan your finger by placing it on the finger scanner on top of the device.
 3. Tap the applicable job.
 4. Verify the job transfer was accepted.
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Requesting Time Off

1. Tap the **Request Time Off** soft key.
2. Scan your finger by placing it on the finger scanner on top of the device.
3. Select the **Leave Type** (i.e. VAC or HOLP pay code)
4. Select the **From Date**, the **To Date**, and number of hours for each day.
5. Tap **Submit**.

