Kronos Timeclock Training

This section provides comprehensive information on employee timeclock functions.

- Overview of the timeclock unit
- Clocking in/out
- Rounding time rules
- Viewing timecard details
- Requesting timecard edits
- Viewing time off balances
- Requesting time off
- Clocking in for a training shift *(Health & Rehab employees only)*
- Clocking in for an On Call Shift *(Employees designated as On Call only)*

Overview of the Timeclock Unit:

This section provides you with a high level overview of timeclock features and buttons.


Features include:
- Touch screen interface
- Biometric finger scan for easy clocking in/out
- Home Key and Menu Key (hard keys) for navigation of the device. The Home Key allows you to return to the main screen shown above.
- The option to choose between English, French or Spanish language display (English is the default)
- Picture icons allowing you to select different functions
- Arrows allowing you to toggle to the next screen to view additional functions
- Convenient display of the date and accurate time, synced with the World Clock

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Clocking In/Out:

This section provides an overview of clocking in/out and accessing Kronos timeclock functions via the biometric finger scan.

1. Your Manager will enroll you into the Kronos timeclock by scanning your finger(s) on the bio verification component of the device (note – the default finger is right index, but another finger may be added).
2. When clocking in to Kronos timeclock, make sure your finger is clean and dry.
3. Press the "Clock In/Out" button on the screen (circled in red below), and when prompted, enter your badge number.
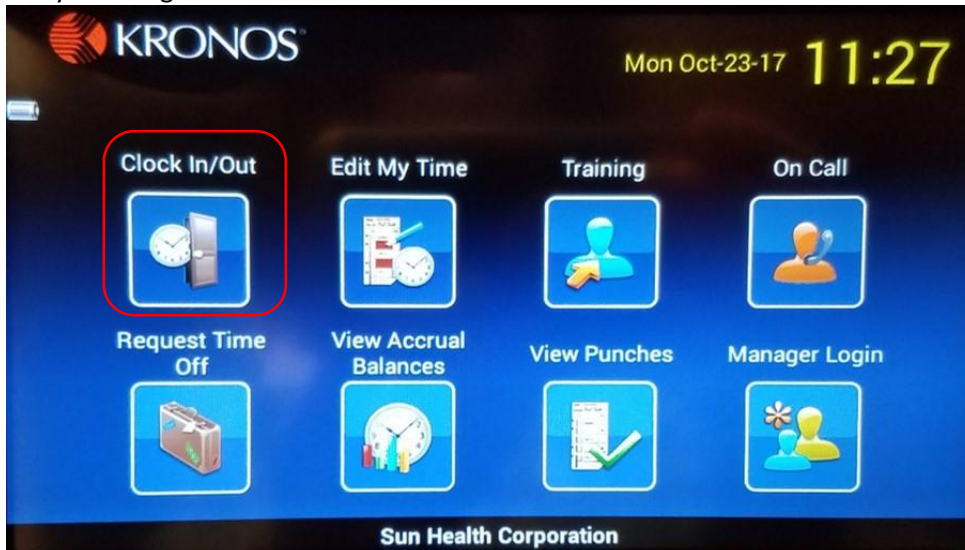
4. When prompted, firmly press your finger onto the bio verification component of the device and hold it still until a message appears on the screen.

5. You should see a green "Confirmation" box appear on the screen, showing that you have clocked in/out.
6. If you do not see the "Confirmation" message or if you have other difficulties, contact your Manager.

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Rounding Time Rules:

This section explains how the Kronos timeclock rounds your "in" and "out" punches.

The Kronos timeclock will round your "in" and "out" punches to the nearest 10th of the hour, or in other words, to the nearest 6 minute increment.

Examples: If you clock in at 5:02pm, your punch will be rounded to 5:00pm. If you clock in at 8:04am, your punch will be rounded to 8:06am.
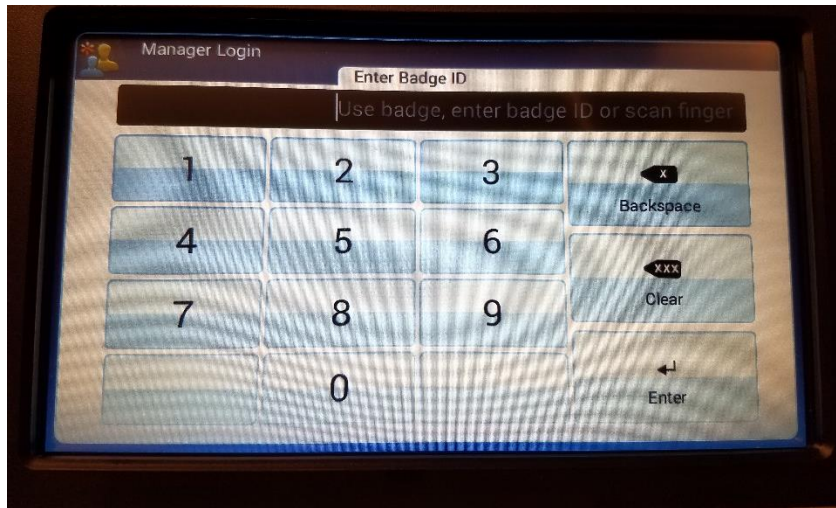
Viewing Timecard Details:

To view timecard details on the Kronos timeclock do the following.

1. Touch the "View Punches" icon (circled in red below).
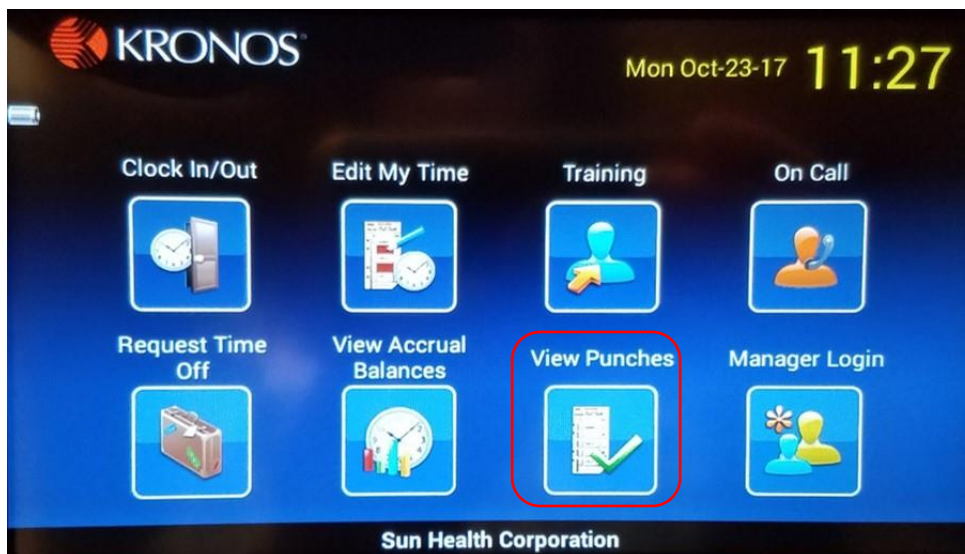
2. You will be prompted to enter your badge number. Using the numbers on the screen, enter your badge number then press "Enter".

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3. Under "View Punches" you will then see a list of your punches for the pay period. If you click the blue arrow beside the date, you can view additional punch details.

Requesting Timecard Edits:

To request timecard edits (i.e. for a missing punch) do the following:

1. Touch the "Edit My Time" button on the Kronos timeclock screen (circled in red below).

2. You will be prompted to enter your badge number and scan your fingerprint.
3. Once you've done that, you can select one of the "Edit My Time" options under "Change Type". The "Change Type" options to choose are:
   a. "Add Punch In" – touch this button if you need to add a brand new "In" punch. An example would be if you completely forgot to punch in for the day.

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b. "<u>Add Punch Out</u>" – touch this button if you need to add a brand new "Out" punch. An example would be if you completely forgot to punch out for the day.

c. "<u>Modify Punch In</u>" – touch this button if for some reason you need to change an existing "in" punch that you made. An example would be if you clocked in and realized right after that you are too early for a shift – you could modify your "in" punch and relax in the Break Room until it's time to clock in and start the day.

d. "<u>Modify Punch Out</u>" – touch this button if for some reason you need to change an existing "out" punch that you made. An example would be if you clocked out and as you were leaving, someone asked you to help them out with something work related. That would count as paid time, and you would need to modify your "out" punch to include that time you spent working.
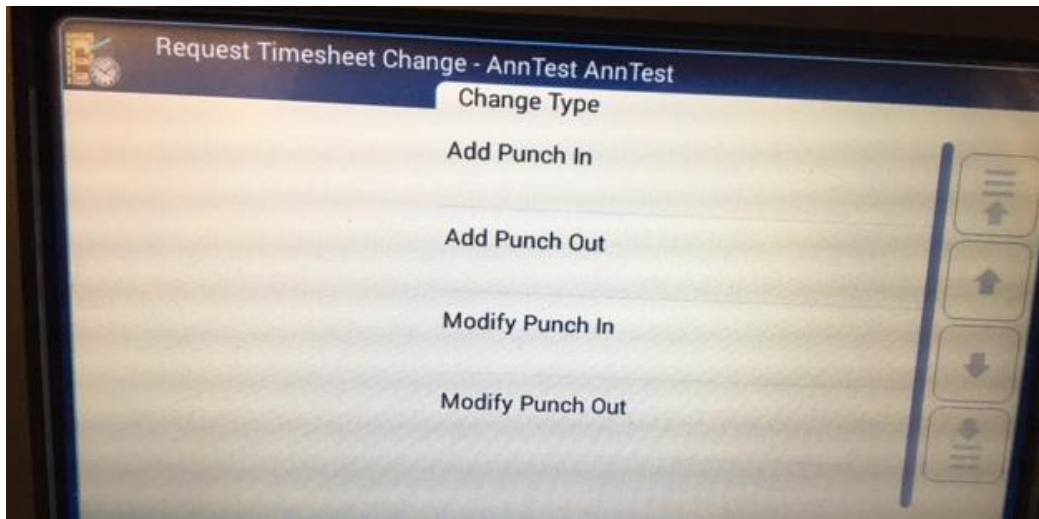

Adding a Punch

Here are the steps for adding a new punch to your timecard.

1. If you touch the "Add Punch Out" button from the list above, the following screen will appear, which will prompt you to first enter the date of your missing punch. The "Add Punch In" process is the same. You will notice that you will only be allowed to select past dates on the calendar that are within the current pay period.

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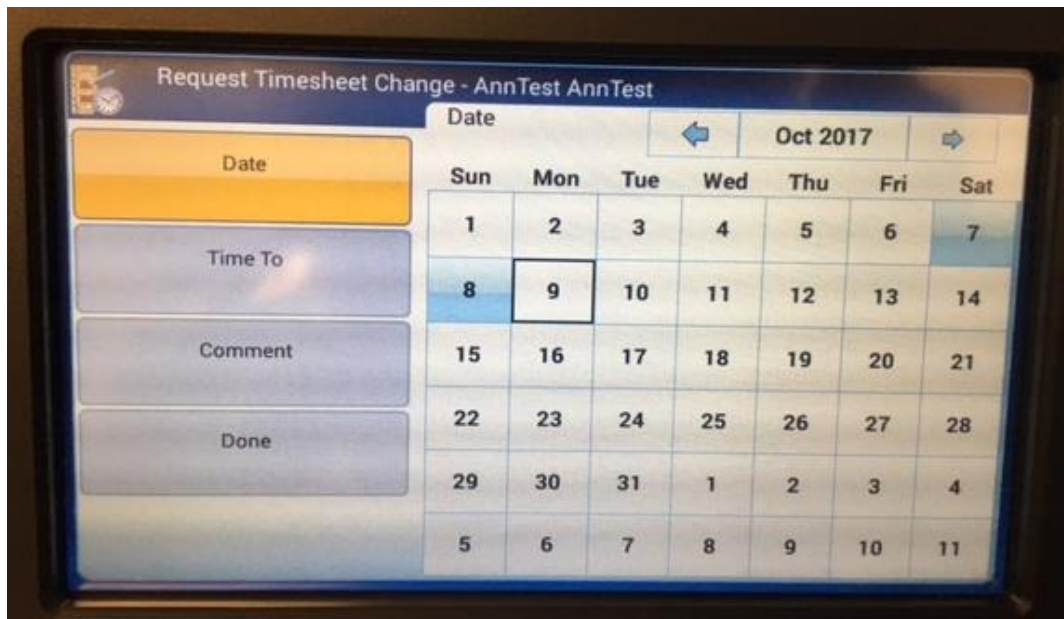
2. Once you've touched the calendar date that you need to make an edit on, you will be prompted to enter the time. The arrow button with the X in the middle (circled in **red**) is the backspace button. The arrow with the XXX in the middle (circled in **blue**) will erase the entire time that is listed. The thin arrow button (circled in **purple**) is the "Enter" key. Once you've entered your time, press the "Enter" key to proceed on to the next screen.
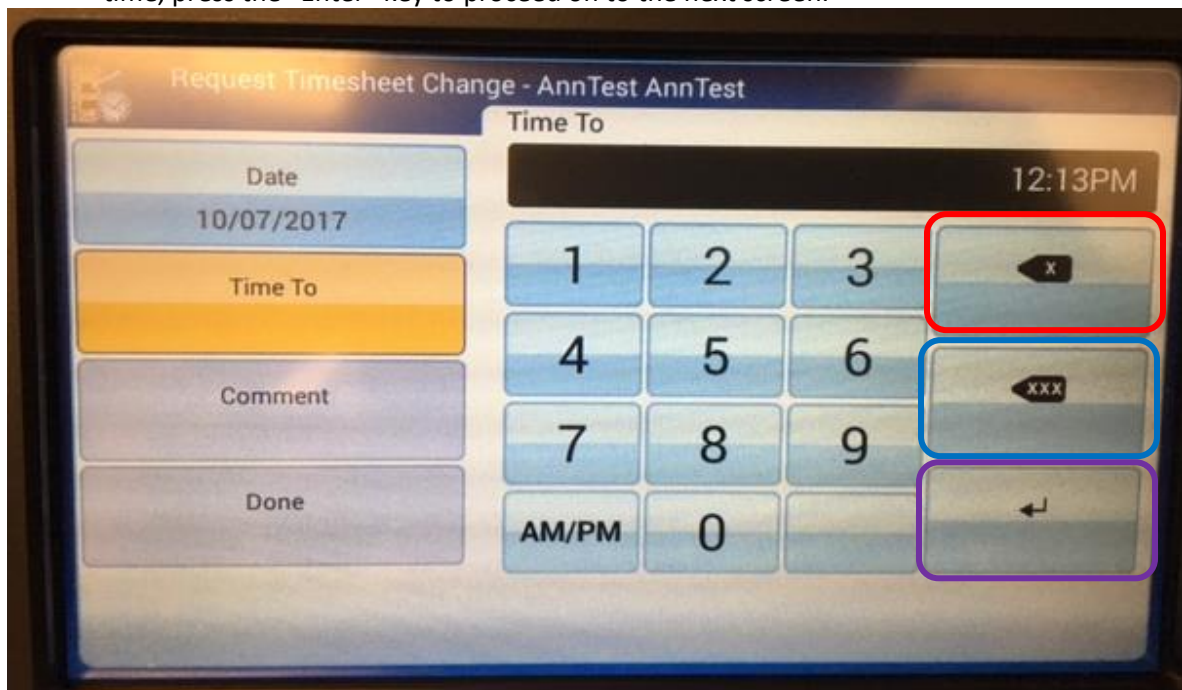
3. The next screen will allow you to type in a "Comment" (see below). Press the "Edit" button (circled in **green**). Then you will need to use the keys to enter a brief explanation for why you

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need to edit your time. Examples might include: "forgot to punch out", "I continued working", or "timeclock down". The same arrow keys described in Step 2 will apply on the comment screen as well (see below with color coding). The button circled in **orange** below will allow you to make a space between words.
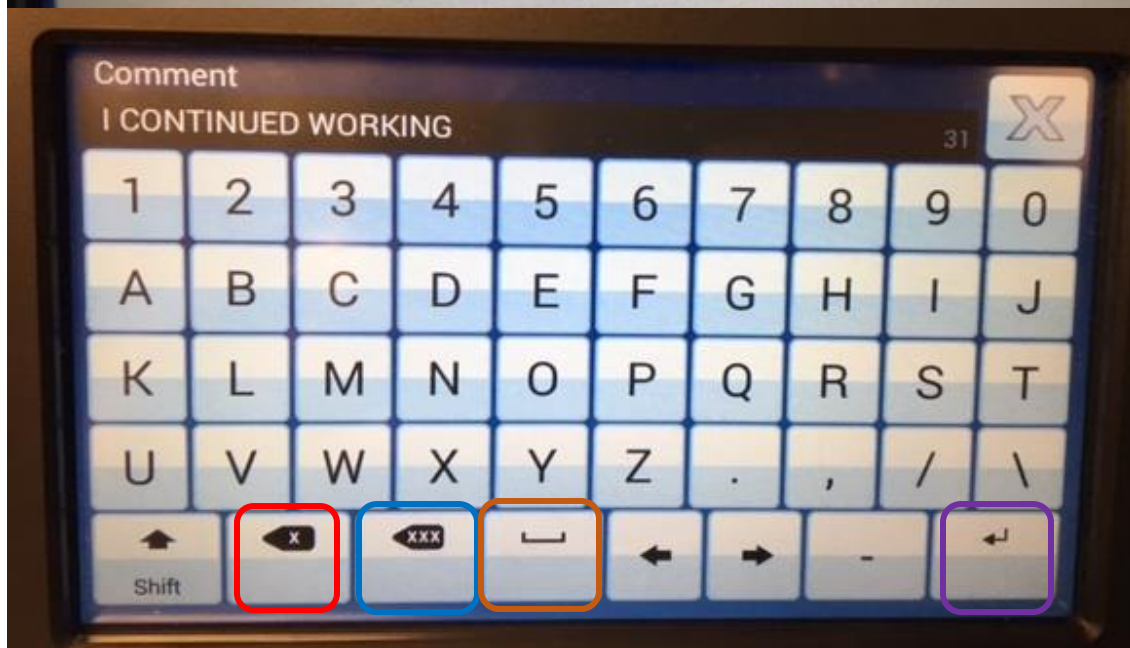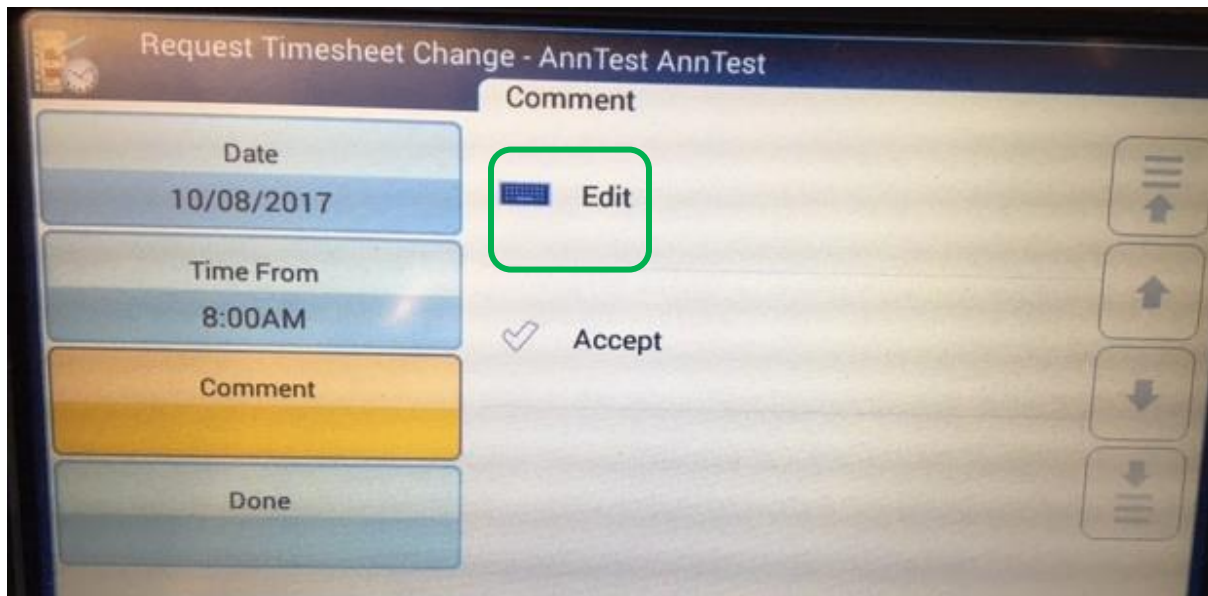

4. After you've pressed the "Enter" key (circled in purple above) you will have the opportunity to review your timecard edit. Once you've confirmed that the information is correct press the "Submit" button. If you see an issue with the time or comment on your screen, press the "Back" button and you will be able to make additional edits.

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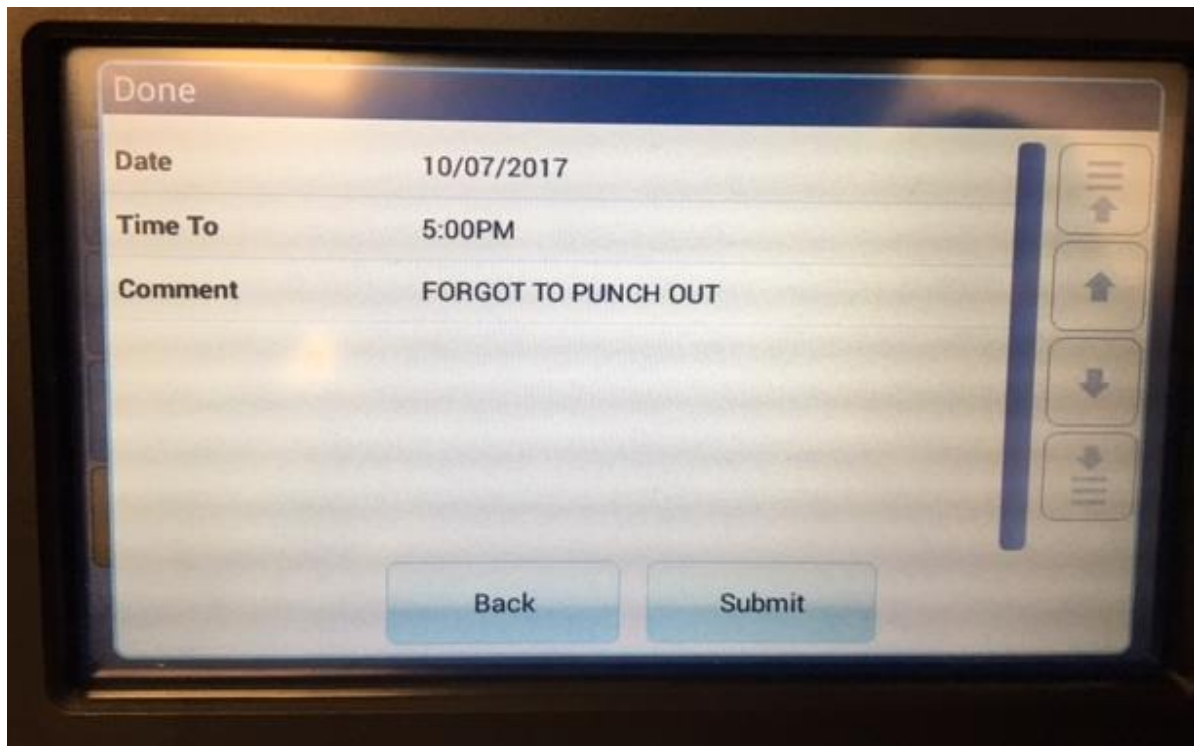
After you've pressed "Submit" the following screen should appear, indicating that the change request has been successfully sent to your supervisor.
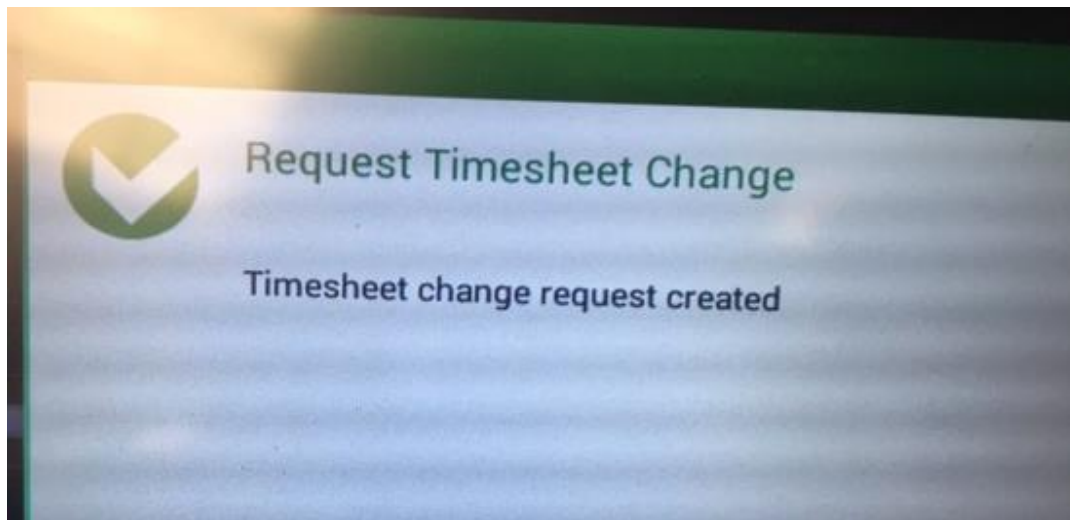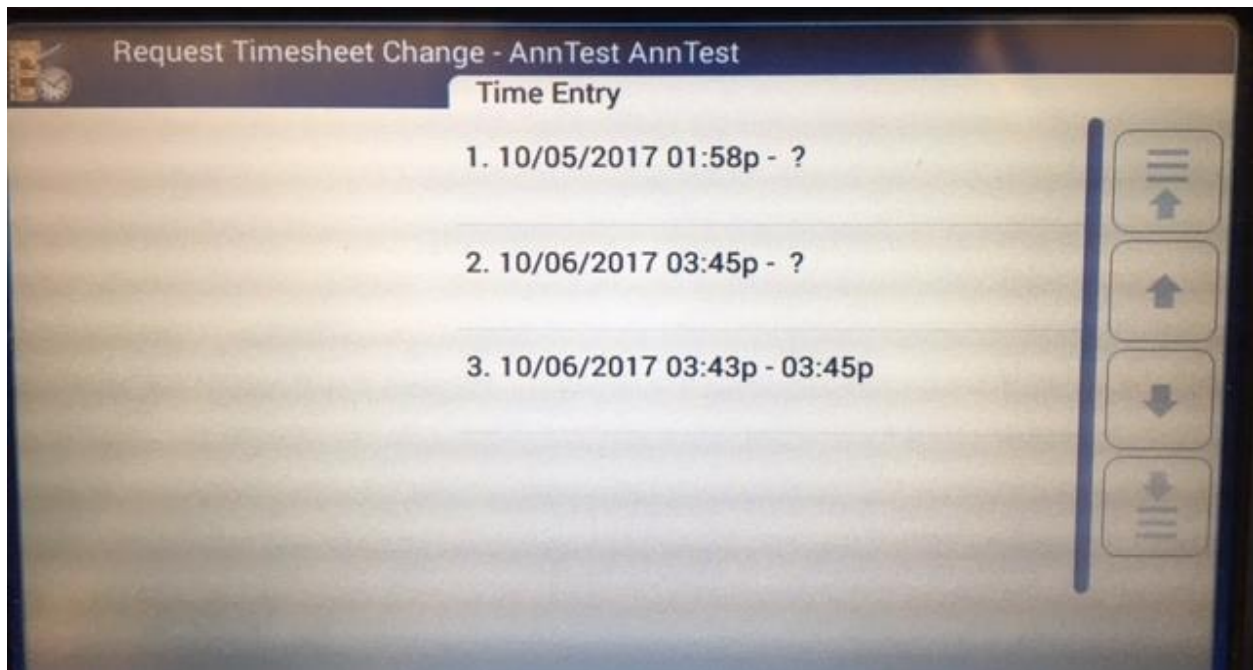

Modify a Punch
Here are the steps for editing an existing punch on your timecard.

1. First complete steps 1-3 under "Requesting Timecard Edits" beginning on page 4.
2. When you've selected "Modify Punch In" or "Modify Punch Out" a screen will appear with your timeclock entries listed. Touch the entry that you wish to edit.

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3. The next screen will allow you to edit the punch time.
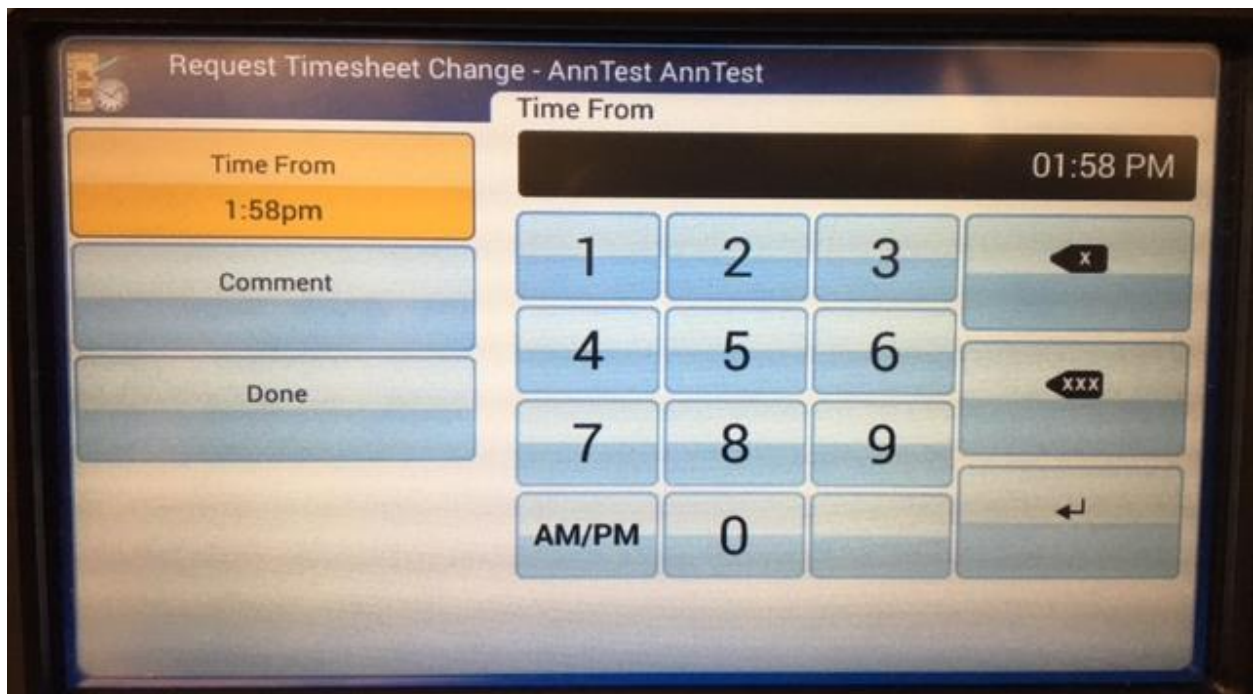
4. You will be prompted to enter a comment in which you can give a brief explanation as to why you need to change your punch time. Press "Edit" circled in **green** below to open up the

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keyboard screen to enter a comment. See Step 3 and 4 of the "Adding a Punch" section above for more information about typing in a comment.
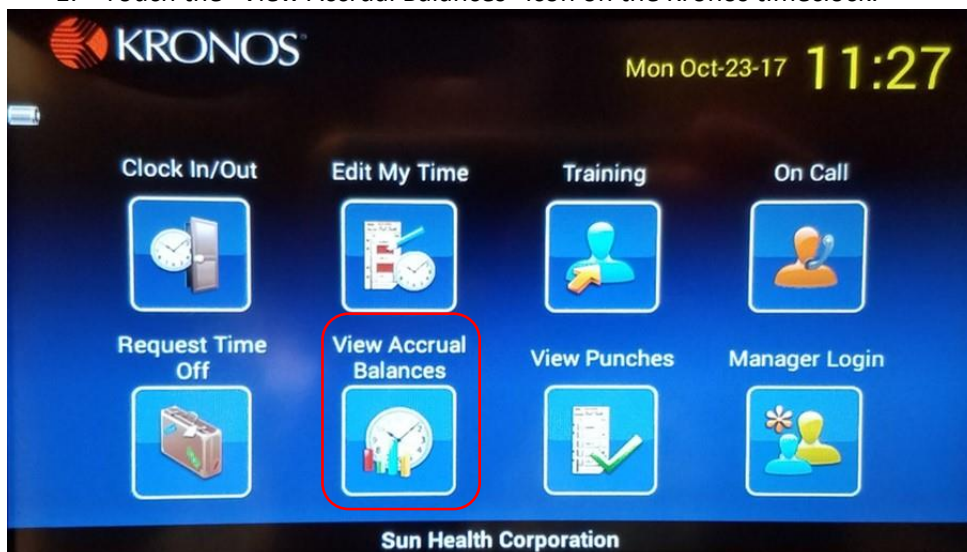
5. See Step 4 of the "Adding a Punch" section for more information on submitting the change request after you've entered your comment.
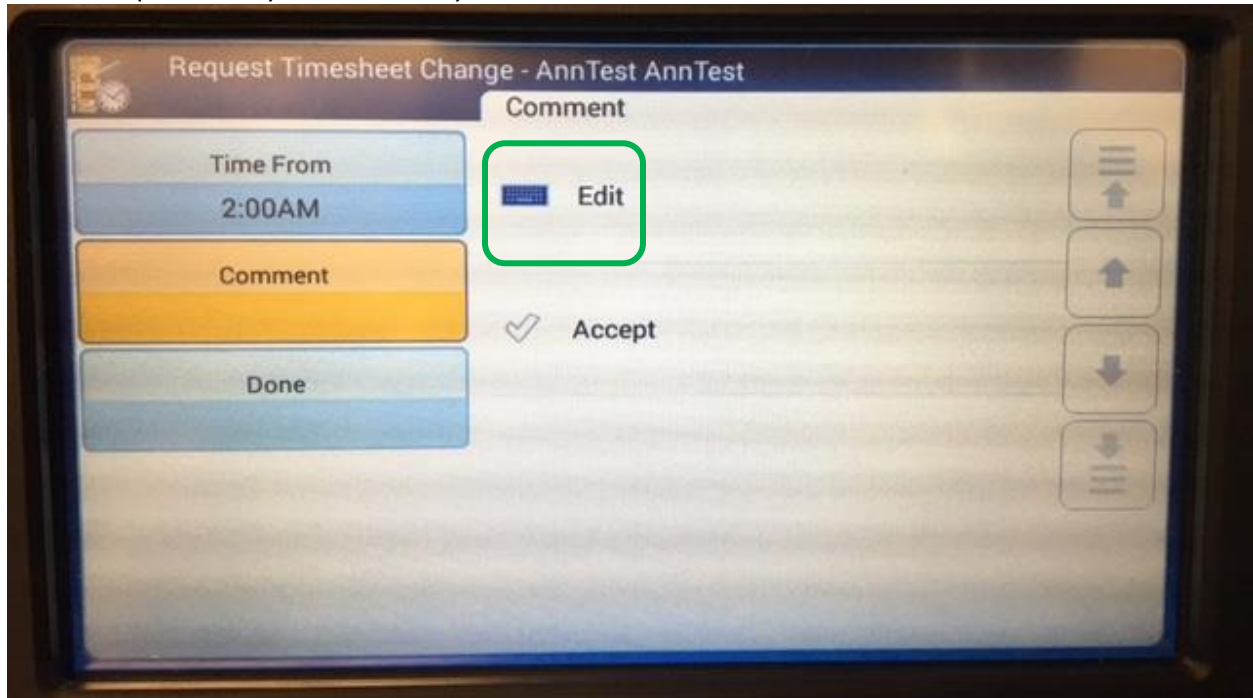

Viewing Time Off Balances

To view your time off balances (i.e. PPD or PST) do the following.

1. Touch the "View Accrual Balances" icon on the Kronos timeclock.

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2. Log in using your ID number when prompted to do so (if you need assistance on how to do that, view Step 3 of "Viewing Timecard Details").
3. The following screen will appear, showing your PST and PPD balances (for those who earn PPD). Pressing the blue triangle icon (circled in red below) will allow you to view additional information about your balances.
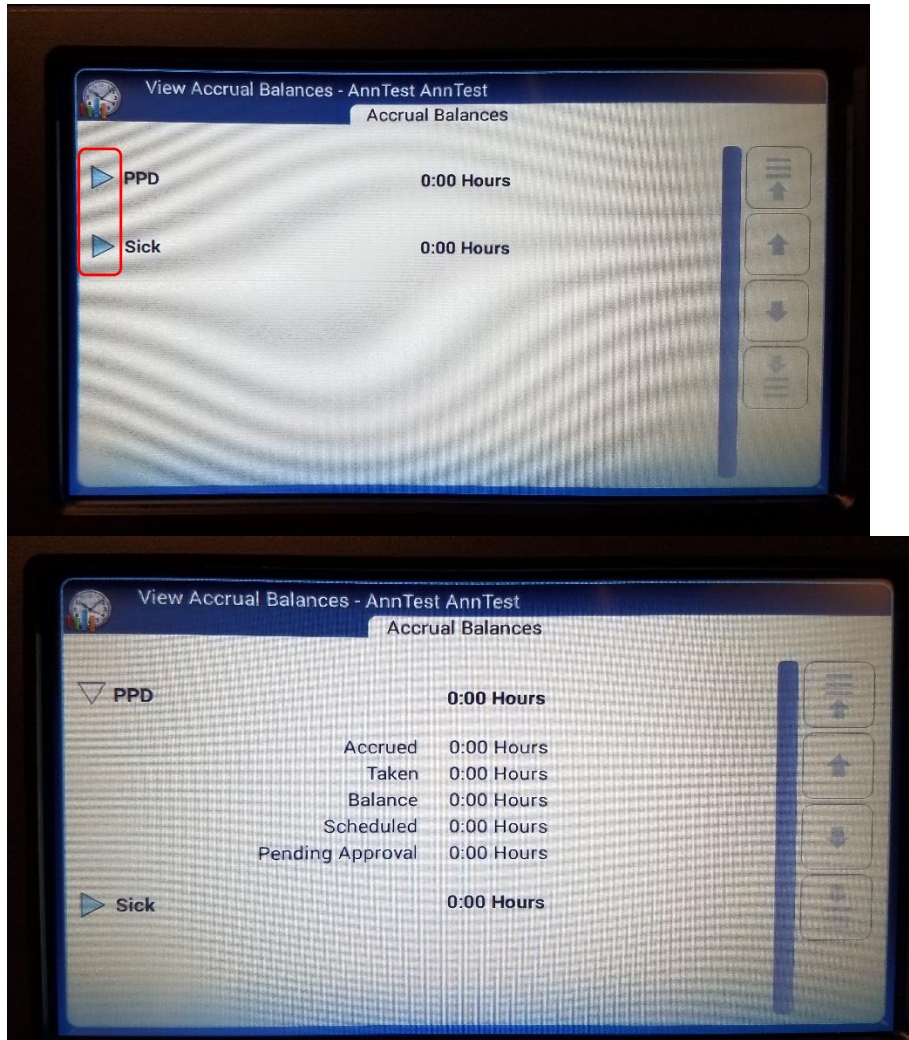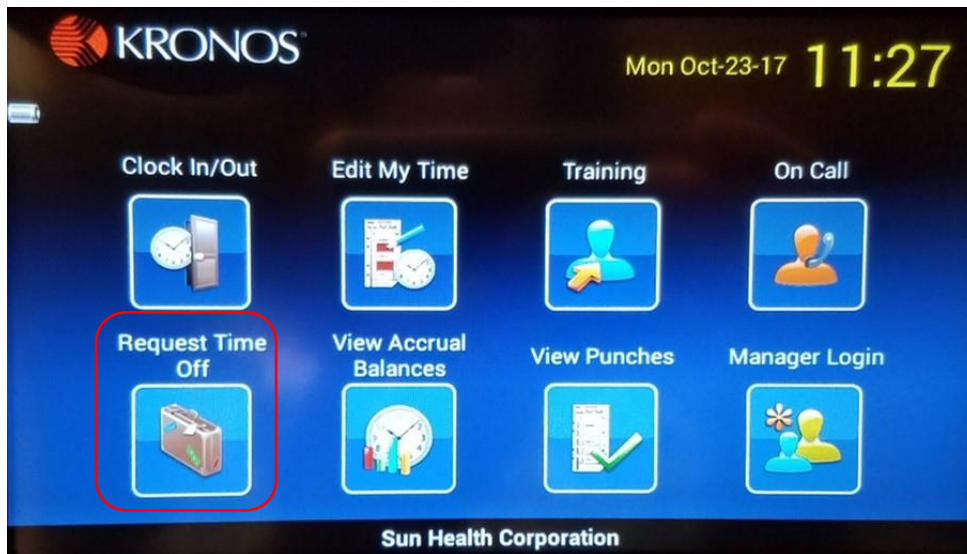

Requesting Time Off

To request time off (i.e. PST or PPD) using the Kronos timeclock, do the following:

1. Touch the "Request Time Off" icon on the screen.

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2. Log in using your ID number when prompted to do so (if you need assistance on how to do that, view Step 3 of "Viewing Timecard Details").
3. The following screen will appear. Touch the type of time off you wish to take.
   *Note - FMLA, Jury Duty and Bereavement time require documentation to be provided to Human Resources (HR). Sick time requests also require documentation if time requested is three or more consecutive days. Contact HR or your Manager with questions.
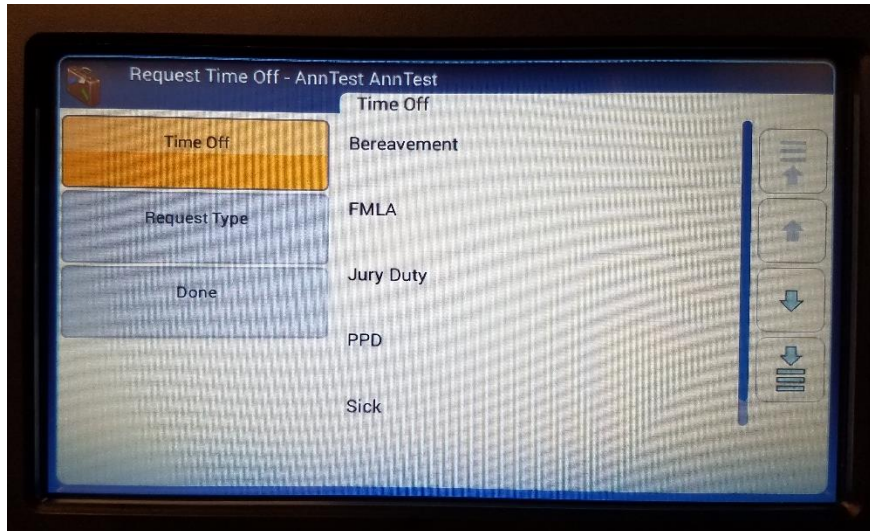
4. You will then be prompted to select which type of request you are making – a full day, partial day or multiple days, and then you will select the date.

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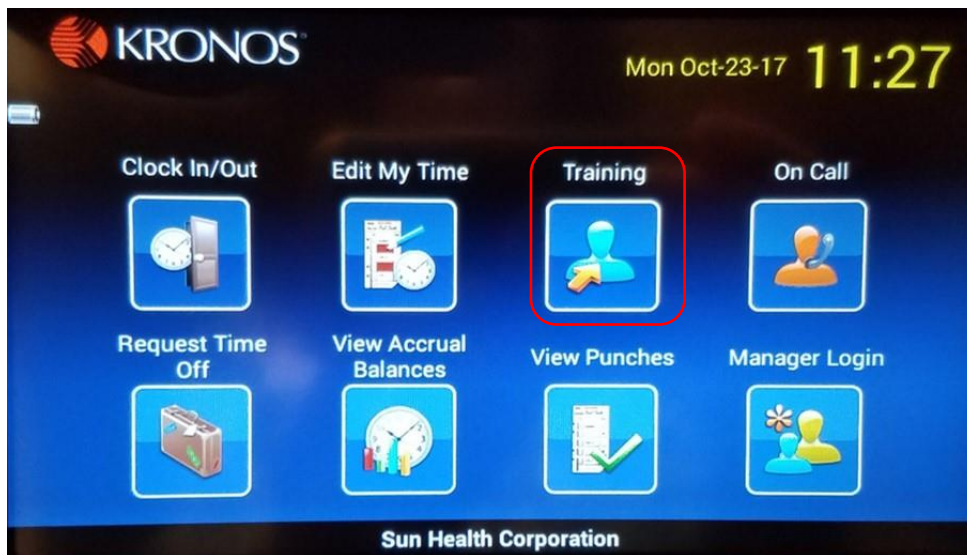
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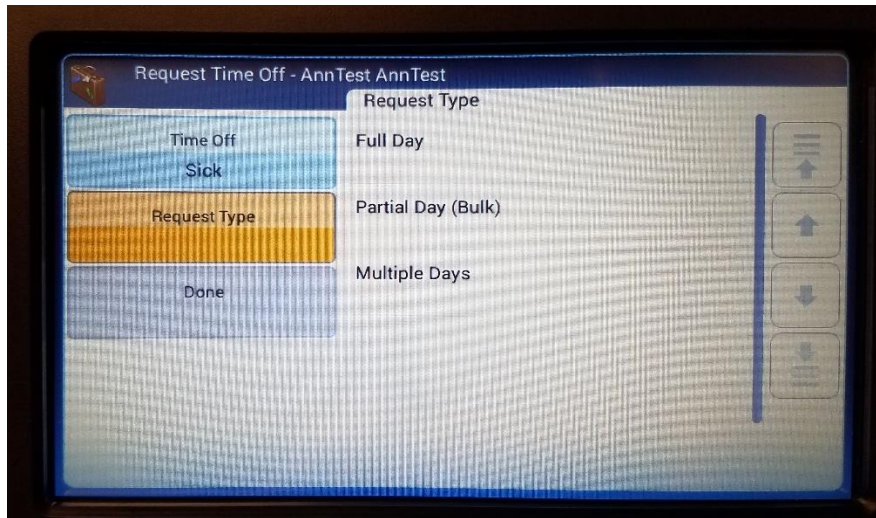
5. Your final step will be to touch the "Submit" button.
6. Note – if you request PPD or PST and you do not have a sufficient balance to cover the request, an Error message will appear on the screen. You will not be able to submit the request at that time.

Clocking in for a Training Shift
For Health & Rehab Employees Only
To clock in for a scheduled training session, please do the following:

1. Touch the "Training" icon on the screen (circled in red below).
2. Swipe your finger on the biometric verification device. Make sure you see the green "Confirmation" message appear on the screen.
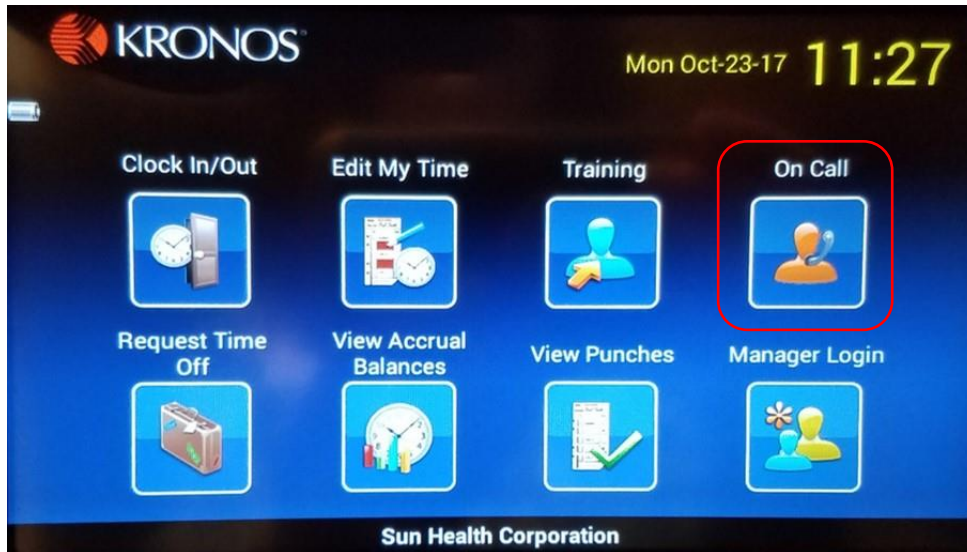

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Clocking in for an On Call Shift

For hourly employees who are designated "On Call" only
To clock in as On Call do the following.

1. Touch the On Call icon (circled in red below).

2. Swipe your finger on the biometric verification device. Make sure you see the green confirmation message appear on the screen.