Kronos Clock - Employees

TIMEKEEPING TASKS FOR CLOCK EMPLOYEES-BADGE SWIPE

Indicator Lights

Soft Keys

Navigation Keys

Numeric Keys

Finger Scan Verification Device

Enter Key

**If your badge does not work, please request a new badge and have your supervisor punch in for you.

Record a Punch

1. Swipe your **badge**
2. If prompted, place your enrolled finger on the **verification device.**
3. If the punch is successful, the top status light flashes green and you hear a single beep.
4. If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.

View Timecard

1. Press the **View Timecard Online** soft key.
2. Swipe your **badge**.
3. If prompted, place your enrolled finger on the **verification device**.
4. Press the soft key that corresponds to the time period you want to show totals.

View Schedules

1. To view the schedule for your current shift, *press* the **View Schedules** soft key.
2. Swipe your **badge**.
3. If prompted, *place your enrolled finger* on the **verification device**.
4. Current schedule will be displayed.

Read Messages

1. Press the **Read Messages** soft key.
2. Swipe your **badge**.
3. If prompted, *place your enrolled finger* on the **verification device**.

Request for Time-Off (GTOR)

1. Press the **Request Future Time-off-GTOR** soft key-swipe your badge.

2. **If prompted**, place your enrolled finger on the biometric device.

3. Select Request Type (we only have one leave type **GTOR**)
   a. Use the key pad and enter a "**0**" in the box
   b. Use the arrow button to move the cursor to "**Create**" (press the "**Enter**" button)

4. Select an Action
   a. "**0**" for **Submitting** a GTOR request (This is entered by default)
   b. "**1**" for **Cancelling** a GTOR request
   c. Use the arrow button to move the cursor to "**Continue**" (press the "**Enter**" button)

5. Enter the details of the **GTOR request**
   a. Enter the **start date** (use the format **M.DD.YYYY**)
   b. Enter the **end date** (Use the format **M.DD.YYYY**) – *DO NOT CROSS WEEKEND*

6. Continue to enter the details of the GTOR request
   a. Note the Start, End Date & Pay Code from the previous page for verification.
   b. Enter duration "**0**" for **Full Day** "**1**" for **Hours**
   c. Enter **start time** 07.30 (use the format HH.MM)-Enter "**1**" AM OR "**2**"PM
   d. Enter length 08.00 (use the format **HH.MM**)
   e. Use the arrow button to move the cursor to "**Submit**" – Press the "**Enter**" button

Leave Type Codes	
0	CBPT - PT Only City Business
1	CBUS - City Business
5	FHOK - Floating Holiday
6	HAUK - HOL Accrued Hrs. Used
7	JURY - Jury Duty Requested
8	PERS - Personal Hrs. Requested
9	Sick Used
10	TRGM - Training Municipal
11	TRPT - PT-Training Municipal
12	Vacation (Default)
13	WELL - Wellness

Start Work on an Internal Order – (Employees that charge their time to grants)

1. Press the **Start Work on an Internal Order** soft key
2. Press the **List** soft key
3. Use the **arrow** keys to scroll up and down through the list and press **ENTER** to select the *highlighted Internal Order*
4. To confirm the transfer, press **ENTER**
5. Swipe your badge.
6. If prompted, place your enrolled finger on the **verification device**.
7. If the transfer is *successful*, the top status light *flashes green* and you hear a single beep.
8. If the transfer is *rejected*, the *middle status light flashes orange* and you hear three quick beeps. Look for an error message on the terminal display.