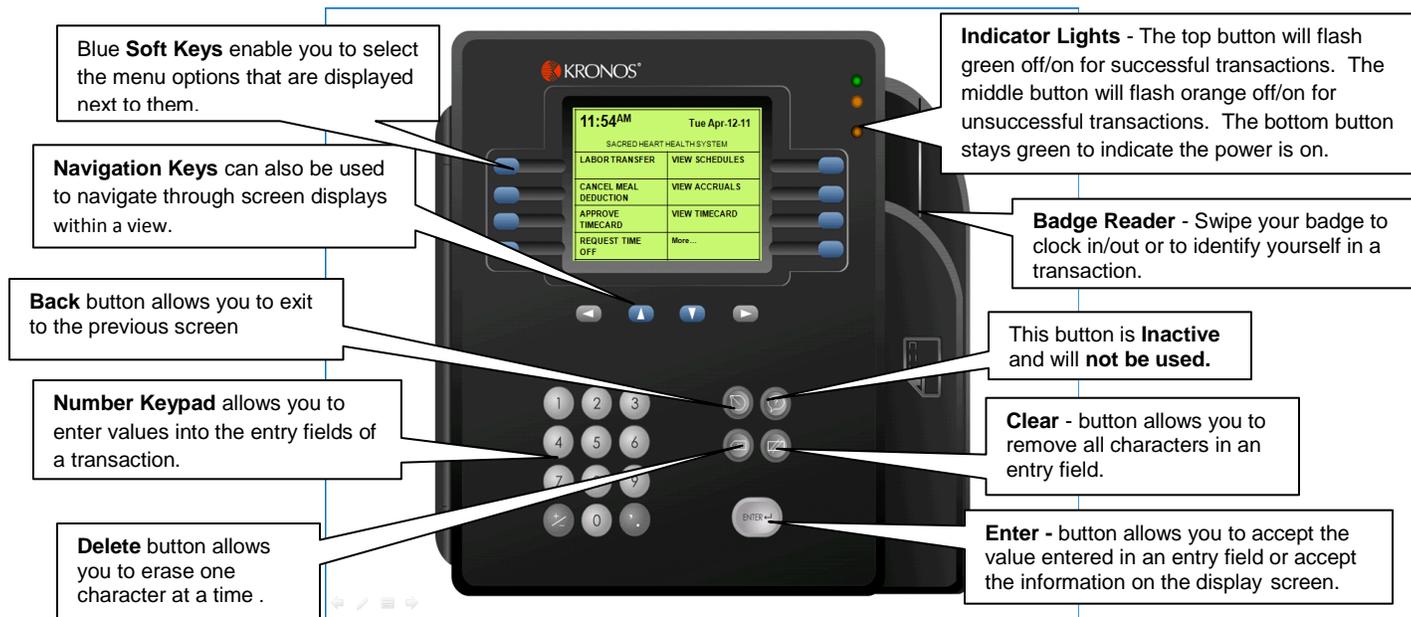# Using Kronos Time Clocks
Quick Reference Guide

Purpose: This guide will instruct users how to properly use the Kronos clocks.

Audience: Associates who use Kronos Time Clocks to record, review, and approve their time and request PTO.

Blue **Soft Keys** enable you to select the menu options that are displayed next to them.

Navigation Keys can also be used to navigate through screen displays within a view.

Back button allows you to exit to the previous screen

Number Keypad allows you to enter values into the entry fields of a transaction.

Delete button allows you to erase one character at a time .

Indicator Lights - The top button will flash green off/on for successful transactions. The middle button will flash orange off/on for unsuccessful transactions. The bottom button stays green to indicate the power is on.

Badge Reader - Swipe your badge to clock in/out or to identify yourself in a transaction.

This button is **Inactive** and will **not be used.**

Clear - button allows you to remove all characters in an entry field.

Enter - button allows you to accept the value entered in an entry field or accept the information on the display screen.

To clock in and out with your badge:
1. Swipe your badge in the **Badge Reader** slot so that the bar code or magnetic strip is facing the badge reader (away from you).
2. The **green** indicator light, a single beep will occur and the screen will display "Accepted Punch" if the swipe is successful.
3. The **orange** indicator light will flash, three beeps will occur and the screen will display an error message if the swipe is unsuccessful.

To cancel a meal deduction:
A meal deduction can be canceled at any time during a shift.
1. Press the blue key next to the **Cancel Meal Deduction** menu option.
2. Swipe your badge to **Enter Badge ID**. The screen will display "Accepted Cancel Meal Deduction".

Note: If you are canceling your meal deduction when you are clocking out, you will need to swipe your badge again to clock out.

To view your schedule:
1. Press the blue key next to the **View Schedule** menu option.
2. Swipe your badge to **Enter Badge ID**. The screen will display the Schedule from the current day plus the next 10 days. Use the blue **Navigation Keys** to scroll up and down to view the entire schedule.

To clock in to another department, job code, or position:
1. Press the blue key next to the **Labor Transfer** menu option.
2. Use the numeric keypad to enter the 10-digit **BU-DEPT** (business unit and department) number (such as 2802966492). Press **Enter.** The BU-DEPT name displays.
   If you do not know the BU-DEPT number, press the blue key next to the **List->** button to view a list of departments. Use the blue down/up arrow keys to navigate to desired department. Press **Enter**.
3. If moving to a different job type, use the numeric keypad to enter the **JOB CODE**. Press **Enter**. The job code name displays.
   If you don't know the job code, press the blue key next to the **List->** button to view a list of job codes. Use the blue down/up arrow keys to navigate to desired job code. Press **Enter**.
   Note: If you are not changing job codes, simply press **Enter**.
4. If moving to a secondary (concurrent) job, use the numeric keypad to enter your job number (such as 0, 1, etc.) in the **EMPLOYEE RECORD** field. Press **Enter**.
   Note: If this is your primary job, just press **Enter**.

5. Swipe your badge to **Enter Badge ID**.

To clock in to an activity (such as Callback, Charge, Education, etc.):

1. Press the blue key next to the **More…** menu option.
2. Press the blue key next to the menu option for the desired activity (such as **Callback Activity**).
3. If the activity should be charged to your home BU-DEPT (business unit and department), JOB CODE, and EMPLOYEE RECORD, just press **Enter** in each field. Otherwise, follow steps 2-4 under *To clock in to another department, job code, or position.*
4. Swipe your badge to **Enter Badge ID**.

To clear an activity (such as callback, charge, education, etc.) and return to a non-activity position:

1. Press the blue key next to the **More…** menu option.
2. Press the blue button next to the **Clear Activity** menu option.
5. To return to your normal position, simply press **Enter** in the BU-DEPT (business unit and department), JOB CODE, and EMPLOYEE RECORD fields. Otherwise, follow steps 2-4 under *To clock in to another department, job code, or position.*
3. Swipe your badge to **Enter Badge ID**.

To request paid time off (PTO):

1. Press the blue key next to the **Request Paid Time Off** menu option
2. Swipe your badge to **Enter Badge ID**.
   Your available time off is listed at the top of the screen.
3. Press **Enter** to skip the Comment field.
4. Use the numeric keypad to enter the **Leave Type** code (The Leave Type code appears at the top of the screen with your PTO balances - typically Paid Time Off is 1 and Holiday is 3). Press **Enter**.
5. Use the numeric keypad to enter the date you want to start your PTO. Use M.dd.yyyy format (such as 9.05.2012). Press **Enter.**
6. Use the numeric keypad to enter the last date of your PTO. Use M.dd.yyyy format. Press **Enter**.
   Note: Do not include your regular days off (such as Saturday & Sunday) in the date range!
7. Use the numeric keypad to enter the hours of PTO to be taken *each day* in the range in the **Hours/Day** field (such as 8 or 12).
8. The **Submit** option is selected by default. Press **Enter** to confirm this single entry *OR*
9. Press the navigation keys to select **Add Another** then press **Enter**. Enter additional time requests as described above.
10. When finished, press **Enter**. A confirmation page will display.

To view your PTO accruals:

1. Press the blue key next to the **View Accruals** menu option.
2. Swipe your badge to **Enter Badge ID**.
3. Press **Enter** for the current date or use the numeric keypad to enter the "as of" date using the format M.dd.yyyy.
4. Press **Enter**.
5. Accruals information is displayed. Use the blue up/down **Navigation Keys** to scroll as needed.

To review your timecard:

1. Press the blue key next to the **View Timecard** menu option.
2. Swipe your badge to **Enter Badge ID**.
3. Press the blue key next to the period you wish to review.
4. Your timecard data will display. Use the up/down **Navigations Keys** to scroll the information.
5. Review your punches and look for any incorrect entries or entries marked with an **E** (such as a missed punch).
6. Press the **Back** key (↖) to return to the main screen.

Note: If you notice a problem with your time entries, contact your supervisor or timekeeper.

To approve your time:

Be sure to review your timecard before approving your time (see above).

1. Press the blue key next to the **Approve Timecard** menu option.
2. Swipe your badge to **Enter Badge ID**.
3. Press the blue key next to the appropriate time period to approve such as **Week to Date, Yesterday, Last Week, Today, Specific Date,** etc. before the end of a pay period.
   Press the **Enter** button to approve the timecard.
   A confirmation screen displays.

Note: Once you approve a time period, you can still punch in and out from the clock but you cannot make any changes or additional time punches in Kronos on the Portal in that period except to remove your approval.
DO NOT approve the **Current Pay Period** until you have finished entering time for your final shift in the current pay period.

For additional assistance, please refer to **Working with Kronos Time and Attendance** training or ask your manager or Super User.

If you need additional help, contact the Ascension Health Ministry Service Center at 1.855.99AHMSC (1.855.992.4672).