Employee Job Aid – Time Clock

Time Clock employees swipe their Access Card at a Kronos 4500 terminal to record hours worked by punching in and out.

Punch In and Out: For employees with only one job on campus:

1. Swipe card > at beginning of shift to **punch in**.
2. Swipe card > at end of shift to **punch out**.

If you are a variable employee (e.g. student employee with multiple jobs within one or more departments), you **must** designate the job associated with your shift when punching in. This designation is called a **job transfer**.

Punch In and Out: For employees with multiple jobs on campus:

1. Press > the **blue** button next to **Choose Job** on the time clock.
2. Swipe card.
3. Press > the **blue** button at bottom right next to **List --**.
4. Using the **blue** up and **down** arrows on the clock, scroll through the list to select the appropriate job/distribution.

The format of the job transfer data is: **DEPT_WorkStudyCode_HourlyRate {Labor Account}**

5. Press > the **ENTER/)** button twice. A confirmation of the accepted punch and transfer displays.
6. Swipe card > at end of shift to punch out **without** choosing a job.
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View Your Timecard:
You can view your timecard at anytime, with the following steps:

1. Press > the blue button next to View Timecard on the time clock.
2. Swipe card.
3. Choose:
   a. **Current Pay Period** if it is on or before the last day of the pay cycle.
   b. **Previous Pay Period** if it is after the last day of the pay cycle.
4. Scroll through the timecard using the blue ▲ up and▼ down arrows on the clock and verify the information is correct; any discrepancies should be addressed with your manager prior to approval.

When done, press > the ESC/□ button.

Approve Your Timecard:
You are required to approve your timecard at the end of each pay cycle:

1. Press > the blue button next to Approve Timecard on the time clock.
2. Swipe card.
3. Choose:
   a. **Current Pay Period** if it is on or before the last day of the pay cycle.
   b. **Previous Pay Period** if it is after the last day of the pay cycle.
4. Scroll > through the timecard using the blue ▲ up and▼ down arrows on the clock and verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
5. Once the bottom of the timecard is reached, press > the ENTER/← button to approve.
6. Press > the ESC/□ button.

For additional information about functions in Kronos, please see *Electronic Timekeeping Basics for Employees.*