Kronos Time Clock
Basic functions on the new Intouch model

General Clocking

1. Insert your badge into the badge reader slot with your picture facing front
2. Swipe your badge through the reader from top to bottom
3. Look for the status light to flash green, and a single beep will sound

If your punch is rejected, the clock may not be programmed to accept your punches - A supervisor or department personnel can advise.

Worked Hours

1. Touch **Worked Hours**
2. Swipe your badge
3. Choose **Pay Period** or **Day**
4. Look for the in/out punches to display
5. Touch **Home** to return to the main menu

The punch may take up to 8 minutes to show in the worked hours.

Department Transfer

1. Touch **Department Transfer**
2. Swipe your badge
3. Scroll to find the appropriate department name (the number pad can be used to find dept)
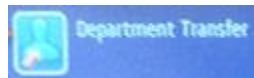
Transfer Activities

1. Touch the appropriate activity
2. Touch the **Arrow** to view additional activities such as education, meetings, orientation, etc.
3. Press the **Home Button** to return to the home screen

If you have any questions, please contact the IT Service Desk at 423-431-6290.