

The Kronos In Touch[®] Terminal Employee Training

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



What is the Kronos InTouch Terminal?



- The terminal is like an Automated Teller Machine (ATM). It helps you:
 - Get the information that you need, when you need it
 - View and manage your own information, including
 - Request time off
 - View and approve timecard
 - View accrual balances
 - View current and future schedules
 - Cancel meal deductions



How to use the terminal



Indicator Lights

Green indicates that the terminal successfully read a badge

Red indicates that the terminal did not successfully read a badge

Yellow indicates that the terminal is receiving power

Badge Slot/Proximity Reader

May be a bar code, magnetic stripe, or proximity reader

BADGE

Soft Keys

Press soft keys to perform transactions such as labor transfers

Navigation Keys

Use these like cursor keys to move within fields and menus on the display



How to swipe a badge



- Our terminal uses badges with a bar code or magnetic stripe:
 - Hold the badge so that the bar code or magnetic stripe is facing the badge reader
 - Swipe the badge through the reader from top to bottom
 - If the punch is successful, the terminal emits a tone and the indicator light flashes green

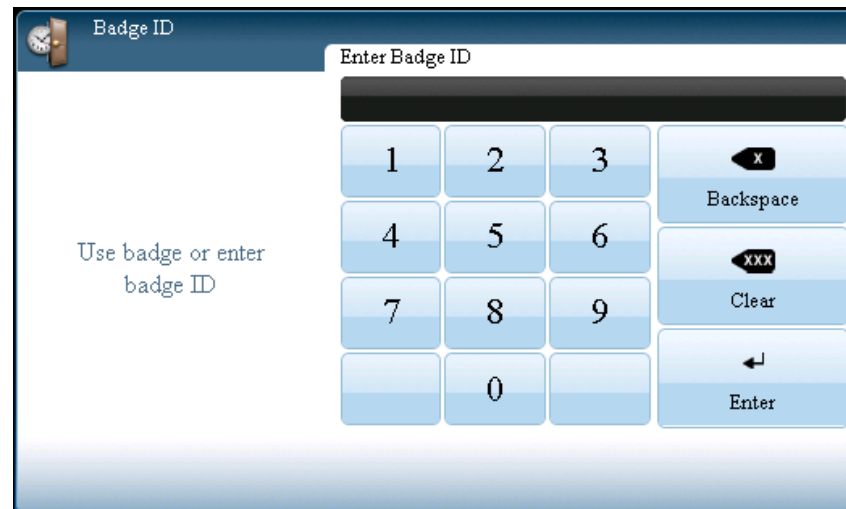
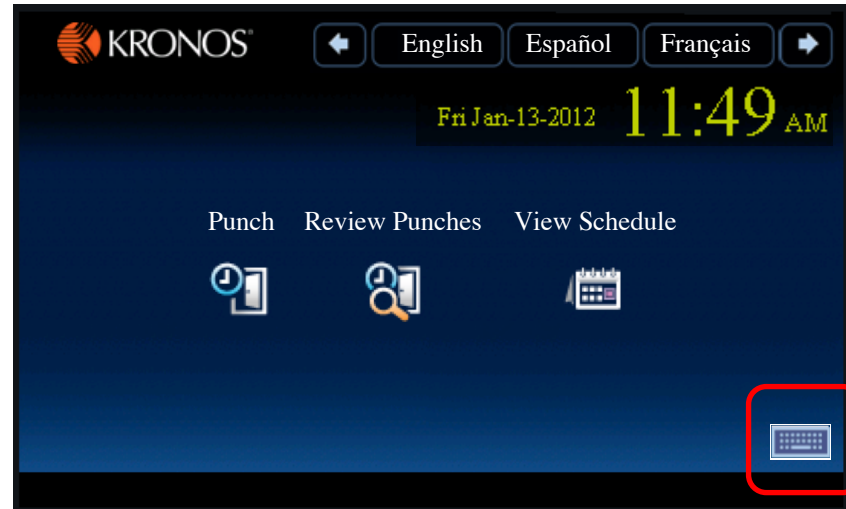


How to enter a personal identification number on a numeric keypad



If you will enter an ID (Wildcat ID, this starts with the number 8) instead of using a badge:

- 1) Press the keypad icon to access the Badge ID screen.
- 2) Enter the ID.
- 3) Press Enter.



Navigating the Kronos InTouch Terminal



Support for multiple languages



- You can use the terminal in the language of your choice



Support for multiple languages



- To select a soft key, press the corresponding icon



Support for multiple languages



- Use the left and right arrows to access multiple pages
- The indicator on the bottom lets you know how many pages are available, and what page you are currently viewing



Reviewing company messages



- Your organization may display important messages in the Messages area



Accessing tasks

- Tasks with multiple steps will have steps listed
- Tasks with multiple steps may have up and down arrows

Steps

Request Time Off | Babson, Mildred

From Date: May 21, 2014

To Date:

Leave Type: Vacation

Comment: Personal

Step UP/DOWN

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Reviewing the terminal status icons

- There are various icons that identify the status of the terminal



The screenshot shows the Kronos terminal interface. A red box highlights a status icon in the top left corner, which is a small cluster of colored dots. A red arrow points from this icon to a pop-up menu. The pop-up menu contains six status icons and their corresponding descriptions:

	Operating on Battery Backup		Low Disk Space
	Global Home Override		Network Communication Error
	Global non-Home Override		System Maintenance Required

At the bottom of the terminal interface, a red box highlights the text "Welcome to Kronos!"

Using the Soft Keys



Call Back(Stand by)



- 1) Press the Call Back soft key.
- 2) Swipe your badge or enter your Wildcat ID.
- 3) Press ENTER.
- 4) The terminal responds with a message.

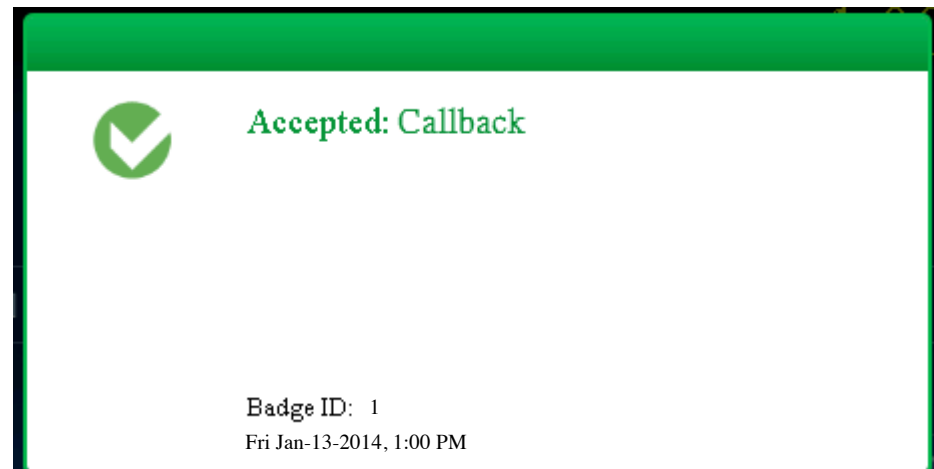


Callback

Enter Badge ID

Use badge or enter badge ID

1	2	3	Backspace
4	5	6	Clear
7	8	9	Enter
	0		



Transfer with Comment (typically students)



- 1) Press the Transfer with Comment soft key.
- 2) Swipe your badge or enter your Wildcat ID.
- 3) Accept or change the comment code. To change the comment, you must know the correct code number.



Enter Badge ID

Use badge or enter badge ID

1 2 3 Backspace

4 5 6

7 8 9 Clear

0 Enter

Comment Code

<Leave Blank>

140

170

90

230

Review

Transfer with Comment (Continued) (Student)



- 4) Accept or change the job transfer.
 - To accept the job that is displayed, press Review, and then proceed to next step.
 - To select a different job, press the LIST soft key. Select a job from the list, and then proceed to next step.
- 5) Review the transfer data. When finished, click Submit.
- 6) Review the approval message.

Job Transfer - 1

Comment Code: 140

Job: Receptionist

Review

<Leave Blank>

Receptionist

Navigation buttons: List, Up, Down, List

Review

Comment Code: 140

Job: Receptionist

Navigation buttons: List, Up, Down, List

Back Submit

Accepted: Transfer to Receptionist

Badge ID: 1

Wed Jan-18-2014, 11:15 am

Request Time Off



- 1) Press the Request Time Off soft key.
- 2) Swipe your badge or enter your Wildcat ID.
- 3) To see your available balances, click Time Balances. When finished, click Close.



The 'Request Time Off' screen features a keypad for entering a badge ID. The keypad includes numbers 1 through 9, 0, a backspace key (X), a clear key (XXX), and an enter key. A text prompt on the left reads 'Use badge or enter badge ID'. The top of the screen has a title bar with a briefcase icon and the text 'Request Time Off'.

Time Balances	
Personal	16
Sick	80
Vacation	124

The 'Time Balances' screen displays the available balances for Personal, Sick, and Vacation time. The balances are 16, 80, and 124 respectively. The screen includes a 'Close' button at the bottom and navigation arrows on the right side.

(Continued)

Request Time Off *(Continued)*



- 4) Optionally, press the comment code. Use the arrows on the right to scroll through comments. You must know the code number.
- 5) Press the Leave Type code. Use the arrows on the right to scroll through the codes.
- 6) Select the From and To dates.

Request Time Off | Adams, Julie

Comment Code: Leave Blank

Leave Type: 140 Approved

From Date: 150 Child Care

To Date: 160 Training

Time Balances

Request Time Off | Adams, Julie

Comment Code: 140

Leave Type: 201 Personal

From Date: 202 Sick

To Date: 203 Vacation

Time Balances

Request Time Off | Adams, Julie

Comment Code: 140

Leave Type: 201 Personal

From Date: 202 Sick

To Date: 203 Vacation

Time Balances

Request Time Off *(Continued)*



- 7) Enter the Hours/Day using the keypad.
- 8) When finished, press Enter.
- 9) Review the information. When finished, press Submit.
- 10) During peak wall terminal usage Leave requests will not be accepted.

Request Time Off | Adams, Julie

Hours/Day: 0:00

Leave Type:	Personal
From Date:	1/16/2014
To Date:	1/20/2014
Hours/Day:	

1 2 3 Backspace

4 5 6

7 8 9 Clear

+/- 0 Enter

Time Balances

Review

Comment Code:	140 Approved
Leave Type:	201 Personal
From Date:	1/16/2014
To Date:	To 1/20/2014
Hours /Day	8:00

Back Submit

View Accruals Online



- 1) Press the View Accruals soft key.
- 2) Swipe your badge or enter your Wildcat ID.
- 3) Accruals information appears. If necessary, use the up and down arrow keys to scroll through the data.
- 4) Please note accruals are estimated, true balances are on HRIS.



View Accruals | Adams, Julie

Enter Badge ID

Use badge or enter badge ID

1	2	3	X
4	5	6	Backspace
7	8	9	XXX
	0		Clear
			Enter

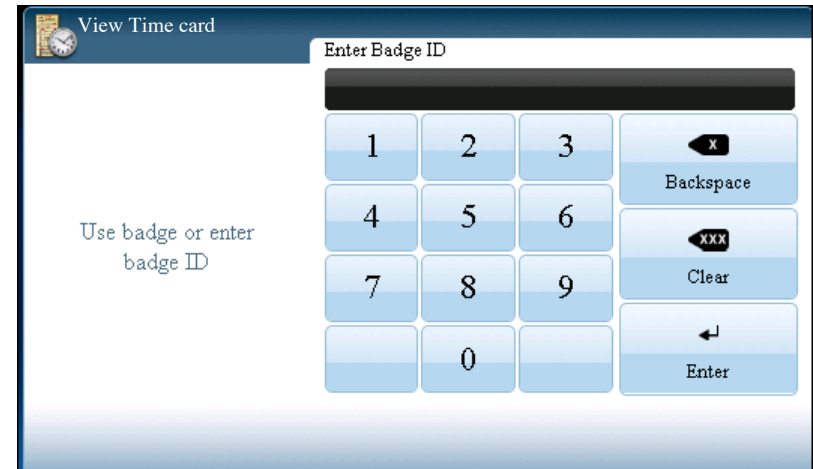
View Accruals - 1

Vacation	160:00:00
Sick	80:00:00
Personal	0:00:00

View Timecard Online



- 1) Press the View Timecard soft key.
- 2) Swipe your badge or enter your Wildcat ID.



(Continued)

View Timecard Online *(Continued)*



- 3) To select a time period, press the soft key that corresponds to the period of time for which you want to view timecard information.
- 4) If there is no information to show, a message tells you this.
 - If information is available, the timecard appears. To scroll, use the up and down arrow keys.

View Timecard | Adams, Julie

SELECT TIME PERIOD

Previous Pay Period

Current Pay Period

Next Pay Period

Today

Yesterday

View Timecard | Adams, Julie

1/09/2012 - 1/15/2012 | Total: 25:00

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9 5:00	10 5:00	11 5:00	12 5:00	13 5:00	14
Sun	Mon	Tue	Wed	Thu	Fri	Sat
15	16	17	18	19	20	21

Justify Missing Time

- 1) Press the Justify Missing Time soft key.
- 2) Swipe your badge or enter your Wildcat ID.
- 3) Select the exception you want to justify. Use the arrows to scroll through if there are multiple exceptions.



Enter Badge ID

Use badge or enter badge ID

1 2 3 Backspace

4 5 6

7 8 9 Clear

0 Enter

19 Exceptions

12/22/2011	8:00AM	6:00
12/23/2011	8:00AM	6:00
12/28/2011	8:00AM	6:00
12/29/2011	8:00AM	6:00
12/30/2011	8:00AM	6:00

(Continued)

Justify Missing Time (Continued)



- 4) Select the duration pay code for this exception from the list of pay codes. Use the arrow keys if necessary.
- Note: Pay Codes with an asterisk require a manager's approval.

(Continued)

Approve Timecard Online



- 1) Press the Approve Timecard soft key.
- 2) Swipe your badge or enter your Wildcat ID.
- 3) To select a time period, press the soft key that corresponds to the period of time you want to approve.



Approve Timecard

Enter Badge ID

Use badge or enter badge ID

1	2	3	Backspace
4	5	6	Clear
7	8	9	Enter
	0		

Approve Timecard | Adams, Julie

SELECT TIME PERIOD

Previous Pay Period

Current Pay Period

Next Pay Period

Today

Yesterday

Approve Timecard Online




- 4) If there is no information to show, a message tells you this. Otherwise, the timecard appears.
- 5) If you have not yet approved the timecard, the **Approve** option appears.
 - The message **Timecard successfully approved** appears.

Approve Timecard | Adams, Julie

1/02/2012 - 1/08/2012 | Total: 15:00

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 5:00	5 5:00	6 5:00	7
Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9	10	11	12	13	14

Approve

 **Approve Timecard**

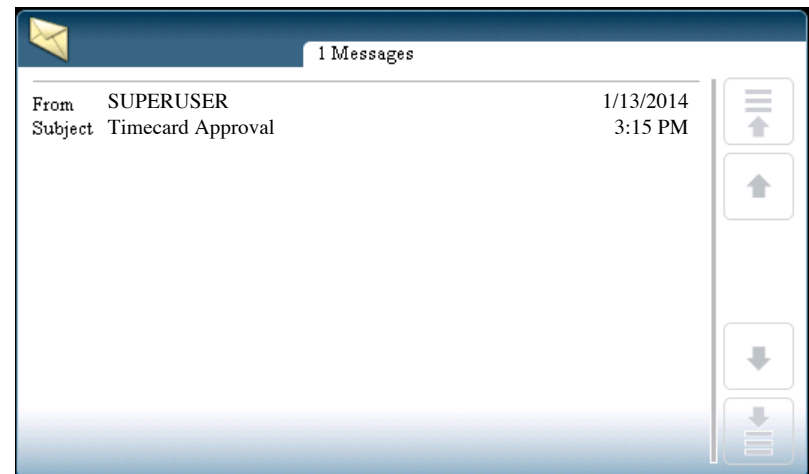
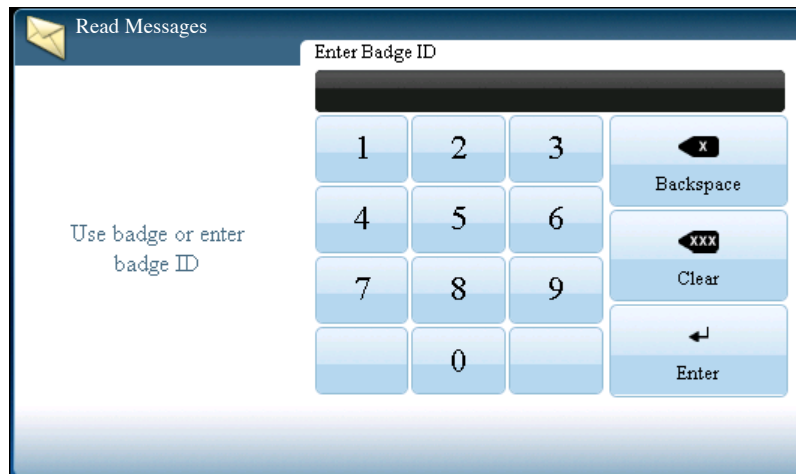
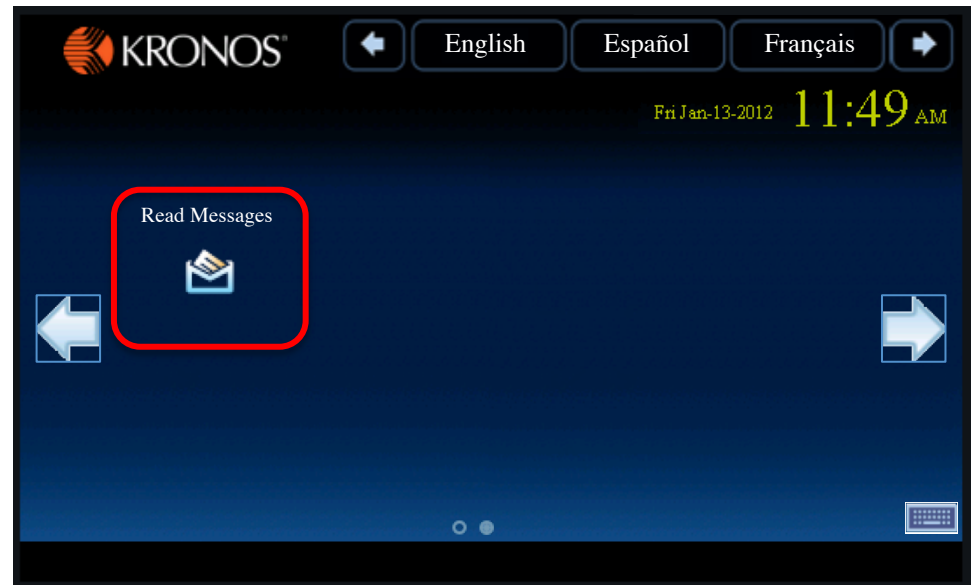
Previous Pay Period

Timecard successfully approved.

Name: Adams, Julie
1/13/2014, 4:49PM

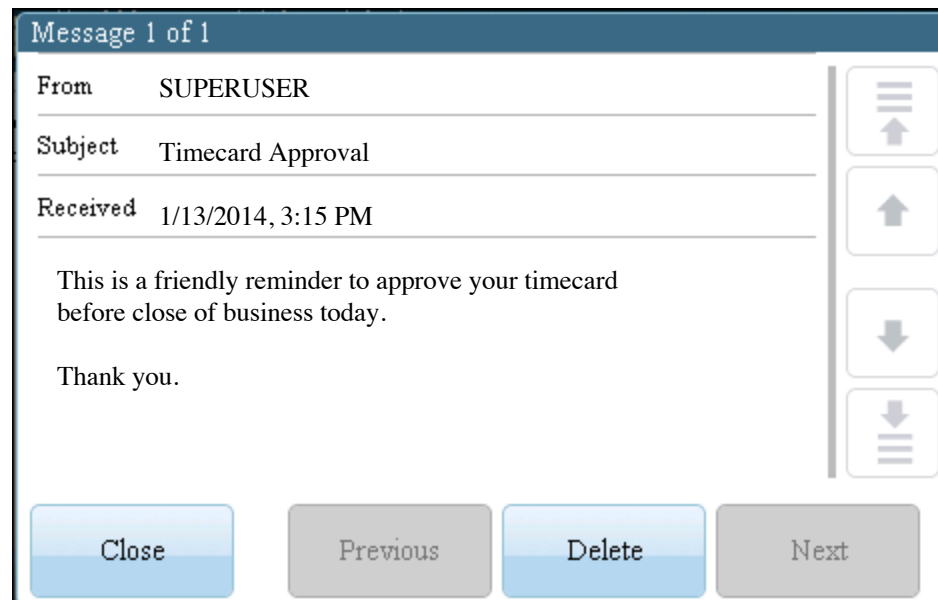
View Messages

- 1) Press the View Messages soft key.
- 2) Swipe your badge or enter your Wildcat ID.
- 3) The terminal responds by displaying information.



View Messages

- 4) Touch the message to view its content.
- 5) To delete the message, press the Delete soft key.



Rejected Punches



- Error message number is [NGT 01-1]
- Possible reasons for this error:
 - You may not have swiped the badge properly. Try again.
 - If you are swiping correctly and continue to see this error, the quality of the badge may be the problem. Contact your system administrator.

Unknown home employee



- Error message number is [NGT 06-2 ({failureCode})]
- Possible reasons for this error:
 - You are a new employee and your information has not been sent to the terminal yet. Contact your system administrator. Refer to the message number and the provide the failure code.
 - You recently replaced your badge. Your new badge number has not been sent to the terminal yet. Contact your system administrator.

Punch rejected



- Error message number is [NGT 04-1 ({failureCode})]
- Possible reasons for this error:
 - You entered a punch earlier than what your schedule permits (109).
 - You entered a punch later than what your schedule permits (110).
 - Your punch interpretation rule has not been sent to the terminal. Contact your system administrator (102).
 - Unscheduled IN punch (108). The terminal does not have a valid schedule for you; see your system administrator. Refer to the message number and the provide the failure code.

Clocking in on the Kronos website (URL)



Accessing the Navigator



- You are required to have an established user name and password.
- If your organization chooses to use Kronos authentication, you can also use the security features that are provided in the application.
- Always end your work session by clicking the **Sign Out** link, located in the top left corner of the Navigator:
 - Clicking **Close (x)** without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information

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Accessing the Navigator *(Continued)*



- Log on to Workforce Navigator_WFC
 - If you forget your password, click **Forgot Your Password?**

A screenshot of the KRONOS login interface. It has a dark blue background. At the top left is the KRONOS logo. Below it, the text "User Name" is followed by a white text input field. Below that, the text "Password" is followed by a white text input field. To the right of the password field is a blue button with a white right-pointing arrow. At the bottom left of the form area, the text "Forgot Your Password?" is displayed in a lighter blue color.

Reference: *Logging in and signing out job aid*

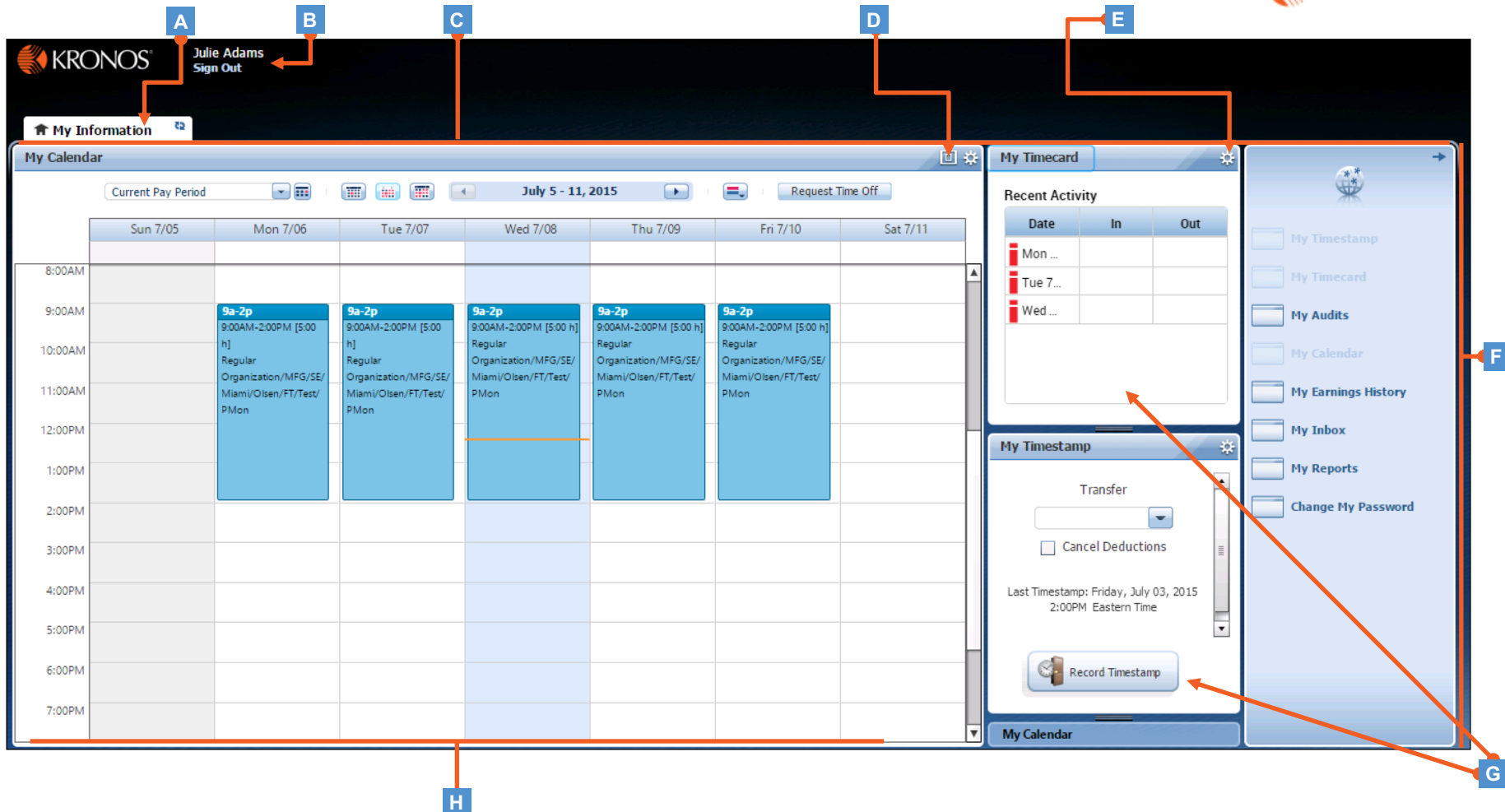
- What is a Navigator?
 - A user interface that allows you to access, view, and modify time and labor data through a web browser
 - Configured to reflect responsibilities and tasks for specific roles
 - Available workspaces, widgets, and alerts as determined by your organization



Reference: *Navigating the navigator* job aid

(Continued)

Navigating the Navigator (Continued)



The screenshot shows the KRONOS Navigator interface. At the top left is the KRONOS logo and a 'Julie Adams Sign Out' button. Below this is a 'My Information' tab. The main area is a 'My Calendar' widget showing a weekly view for July 5-11, 2015. It displays a grid with time slots from 8:00AM to 7:00PM. A '9a-2p' shift is shown for Monday through Friday. To the right of the calendar is a 'My Timecard' widget showing 'Recent Activity' with columns for Date, In, and Out. Below this is a 'My Timestamp' widget with a 'Transfer' dropdown, a 'Cancel Deductions' checkbox, and a 'Record Timestamp' button. On the far right is a 'Related Items pane' with links to 'My Timestamp', 'My Timecard', 'My Audits', 'My Calendar', 'My Earnings History', 'My Inbox', 'My Reports', and 'Change My Password'. Callout letters A through H point to specific elements: A points to the KRONOS logo, B points to the 'Julie Adams Sign Out' button, C points to the 'My Information' tab, D points to the maximize/restore icon in the calendar widget's header, E points to the gear icon in the 'My Timecard' widget's header, F points to the 'My Timestamp' widget, G points to the 'Record Timestamp' button, and H points to the calendar grid.

- A** Active Bar
- B** Name/Sign Out
- C** Home workspace

- D** Maximize/restore
- E** Gear icon
- F** Related Items pane

- G** Secondary widget
- H** Primary widget

Using the My Calendar widget



- View your schedule by day, week, or month
- Time off:
 - Submit time-off request
 - Review time-off details
 - Retract time-off request
- The **My Calendar** widget can appear as a primary or secondary widget, or be located in the Related Items pane:
 - You can only perform tasks if the widget is in the primary position
 - The widget in secondary position shows summarized details



Reference: *Using the My Calendar widget job aid*

Using the Timestamp widget



- Perform tasks while the widget is in the primary and secondary position:
 - Punch in and out
 - Perform job transfer
 - Perform labor account transfer



Reference: *Navigating the timestamp* job aid

Punching in and out



- Records time through the Timestamp widget
- Keep track of your worked hours
- Multiple punches are interpreted as alternating in and out punches:
 - First punch of the day is assumed to be an in punch
 - Second is assumed to be an out punch



Reference: *Punching in and out* job aid

Leave requests on the Kronos website
(URL)



- My Leave Requests features allow you to:
 - View and manage your leave requests quickly and easily
 - Submit requests for leave
 - Cancel requests for leave
 - Submit requests for additional leave time and cancel requests for additional leave time
 - Review leave case information

Viewing your accrual information



Accrual Code 1 ▲	Reporting Period	Accrual Unit	Available Bala...	Vested Balance	Probationary ...	Earned to Date	Taken to Date	Pending Grants	Planned
Personal	1/01/2015 - 12/31/2...	Hour	48:00	48:00		40:00	0:00	0:00	
Sick	1/01/2015 - 12/31/2...	Hour	80:00	80:00		80:00	0:00	0:00	
Vacation	1/01/2015 - 12/31/2...	Hour	160:00	160:00		120:00	0:00	0:00	

My Accruals

- Use the My Accruals tab to view your accruals data
- This information can help you assess the accrued time that you have available and how it might be affected by your request for leave time

Accessing the My Leave Requests widget



- In your home workspace, select My Leave Requests from the Related Items pane

The screenshot shows the Kronos system interface. On the left is a 'My Calendar' widget showing a weekly view from Sunday 3/30 to Saturday 4/5. The calendar shows a 7a-330p shift with 7:00AM-3:30PM Regular hours. On the right is a 'Related Items' pane with links to 'My Calendar', 'Change Password', 'My Inbox', and 'My Leave Requests'. The 'My Leave Requests' link is highlighted with a red box. Below this, the 'MY LEAVE REQUESTS' widget is shown, also highlighted with a red border. It displays a calendar view for the current pay period (3/31/2014 - 4/13/2014) and a table of leave requests.

MY LEAVE REQUESTS
Person & Id: Adams, Julie (1)

Time Period: Current Pay Period 3/31/2014 - 4/13/2014
View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	

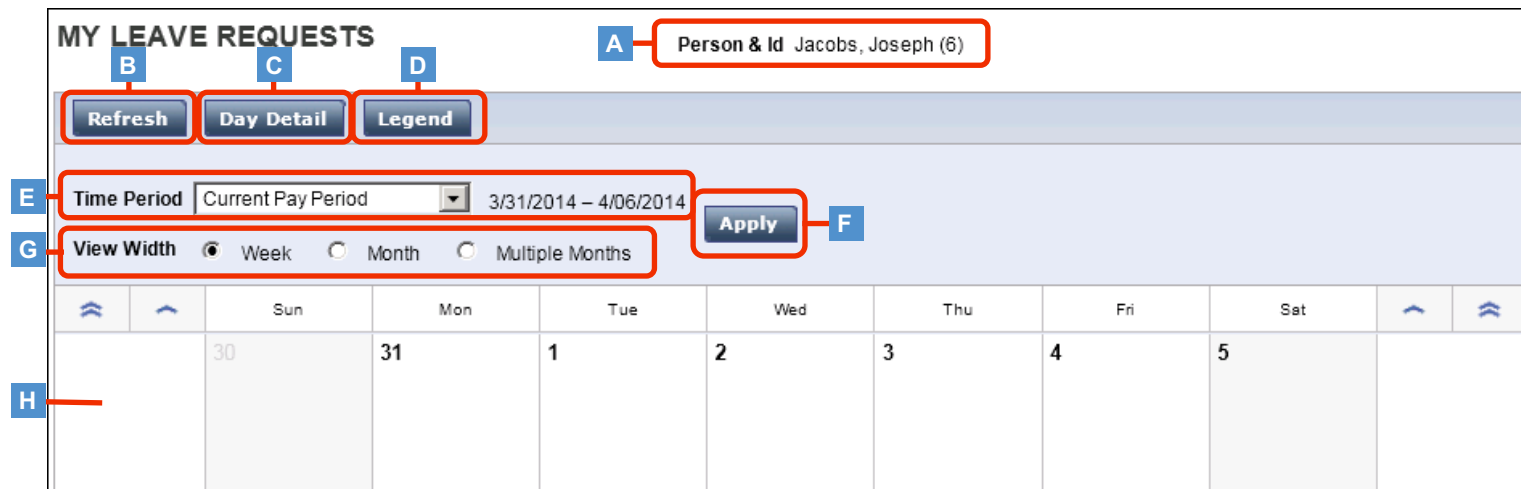
VIEW MY LEAVE CASES

Select	Status	Category	Leave Frequency	Approval Status	Leave Period	Documents Overdue	Leave Requests
This table currently contains no data.							

Requests

- View My Leave Cases
- Request New Leave Case
- Cancel Leave Case
- Request Additional Leave Time
- Cancel Request for Additional Leave Time

Navigating the My Leave Requests widget



The screenshot shows the 'MY LEAVE REQUESTS' widget interface. At the top, a header bar contains the title 'MY LEAVE REQUESTS' and a user information box labeled 'A' showing 'Person & Id Jacobs, Joseph (6)'. Below the header, there are three buttons: 'Refresh' (labeled B), 'Day Detail' (labeled C), and 'Legend' (labeled D). Under these buttons, there is a 'Time Period' section (labeled E) with a dropdown menu set to 'Current Pay Period' and a date range '3/31/2014 - 4/06/2014', followed by an 'Apply' button (labeled F). Below the 'Time Period' section is a 'View Width' section (labeled G) with three radio button options: 'Week' (selected), 'Month', and 'Multiple Months'. At the bottom of the widget is a calendar grid (labeled H) showing days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (30, 31, 1, 2, 3, 4, 5). The calendar grid is currently displaying the week of March 31st to April 5th, 2014.

- In My Leave Requests, use the calendar options to control the leave information that that you want to be displayed in the widget

A Person & Id: View your name and ID number.

B Refresh : Click to refresh the calendar data after submitting a leave request or making a change to a leave request.

C Day Detail: Select one or more days in the leave calendar area and then click to review leave and schedule details for the selected days.

D Legend: Click to view information about how the text colors and fonts indicate leave case information in the leave calendar.

E Time Period: Select the time period you want to be displayed in the leave calendar area.

F Apply: Click Apply after selecting a new time period to display those dates in the widget.

G View Width options: Click an option to show weekly, monthly, or multiple months dates displayed in the leave calendar area.

H Leave calendar area: View leave case details in a calendar format here.

Navigating the My Leave Requests widget

(Continued)



A

Requests

- View My Leave Cases
- Request New Leave Case
- Cancel Leave Case
- Request Additional Leave Time
- Cancel Request for Additional Leave Time

VIEW MY LEAVE CASES

B

Select	Status	Category	Leave Frequency	Approval Status	Leave Period	Documents Overdue	Detail View
<input type="checkbox"/>	Open	Self	Continuous	Pending	3/24/2014 - Open		Leave Requests

C

- In the View My Leave Cases area of the My Leave Requests widget, select options to perform leave tasks and to view information for leave cases that are open during the time period that you selected in the calendar.

A Requests: Select items in this list to perform leave-related tasks.

C Detail View: In a selected leave case, click to display more columns of leave-related information.

B Leave case information grid: Review information about your leave cases for the time period selected in the calendar.

Using the View My Leave Cases Detail View



MY LEAVE CASES DETAIL VIEW

Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Current Leave Frequency	Leave Case Approval Status	Leave Start Date	Documents Overdue	Leave Requests	Leave End Date	Total Paid Leave Takings	Total Unpaid Leave Takings	Committed Paid Leave Time	Committed Unpaid Leave Time	Last Date/Committed Paid Leave Takings	Last Date/Committed Unpaid Leave Takings
Open	Self	Illness Injury	SLFILL	Continuous	Pending	3/24/2014			<None>	0:00	0:00	0:00	0:00		

B [Return](#)

- Use the My Leave Cases Detail View to see more information about a leave case

A **Leave case information grid:** Review the expanded columns of information for the leave case that you selected in View My Leave Cases.

B **Return:** Click to return to View My Leave Cases.

Performing employee self-service for requesting leave key tasks



Task	Description	Job Aid
Request leave	You can submit a request for a new leave case from My Leave Requests.	Requesting a new leave case
Request additional leave time and then cancel the request	When you need to extend your leave time, you can submit a request for additional leave time for an open leave case from My Leave Requests. You can also cancel a request for additional leave time.	Requesting and canceling a request for additional leave
Cancel a leave request	If you have submitted a request for leave and later learn that you do not need to take the leave, you can cancel your request for leave from My Leave Requests.	Canceling a leave case request

Tracking self-service requests for leave



- You can track the status of your leave case requests in My Leave Requests.

Case status	Description
Submitted	You have submitted the request to your manager. <ul style="list-style-type: none">You can cancel the request at this point, if necessary
Retracted	You or your manager has canceled the request.
Open	Your leave case request is being managed as an open leave case.
Closed	Your leave case is no longer active.

- You can track the approval status of your leave case requests in My Leave Requests.

Approval status	Description
Pending	You have submitted the request to your manager. <ul style="list-style-type: none">You can cancel the request at this point, if necessary
Approved	Your manager has approved the request. Your leave case request is being managed as an open leave case.
Denied	Your manager has rejected your leave case request.
Closed	Your leave case is no longer active.

Questions?

