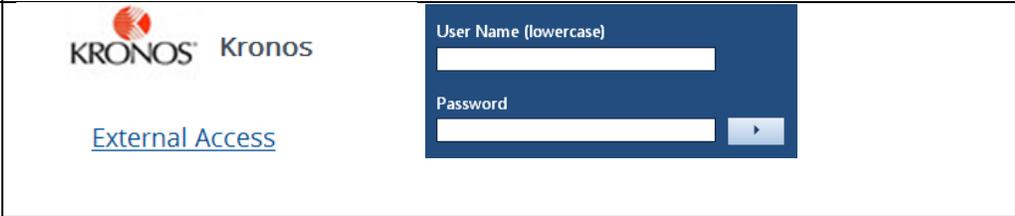
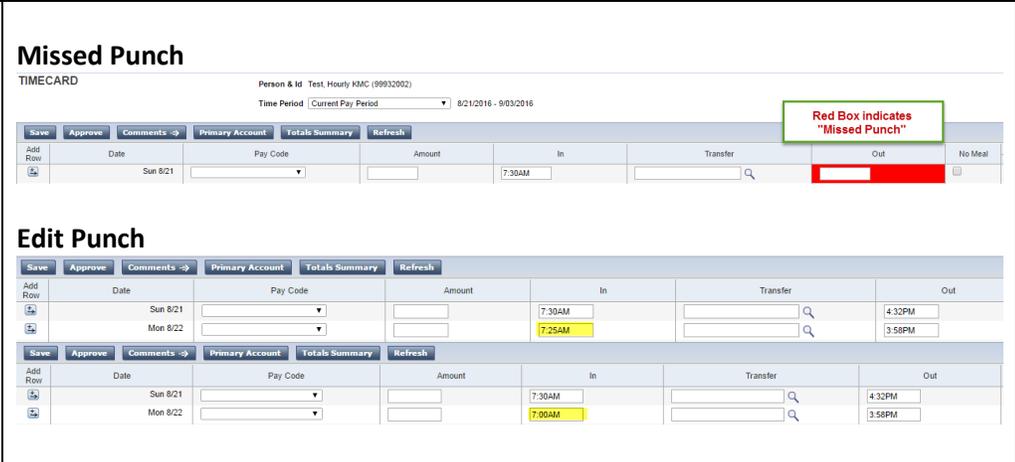
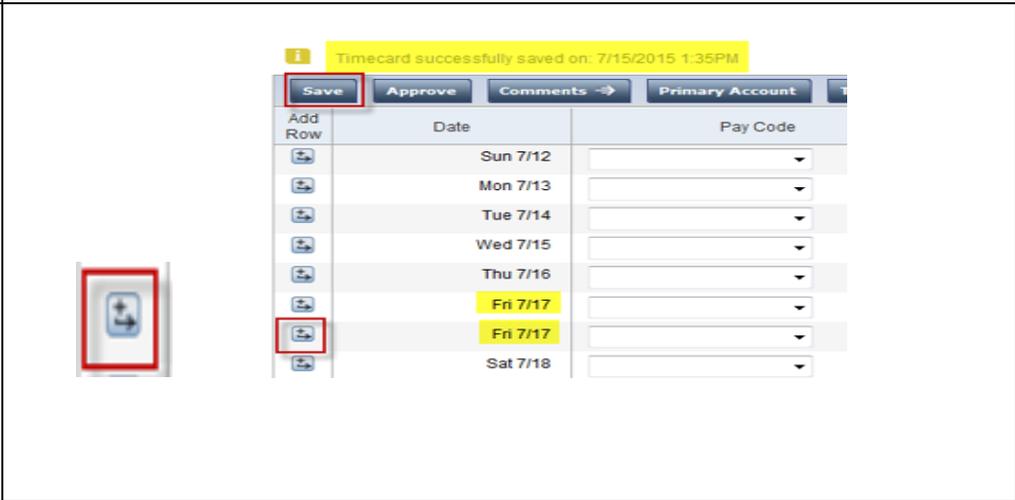


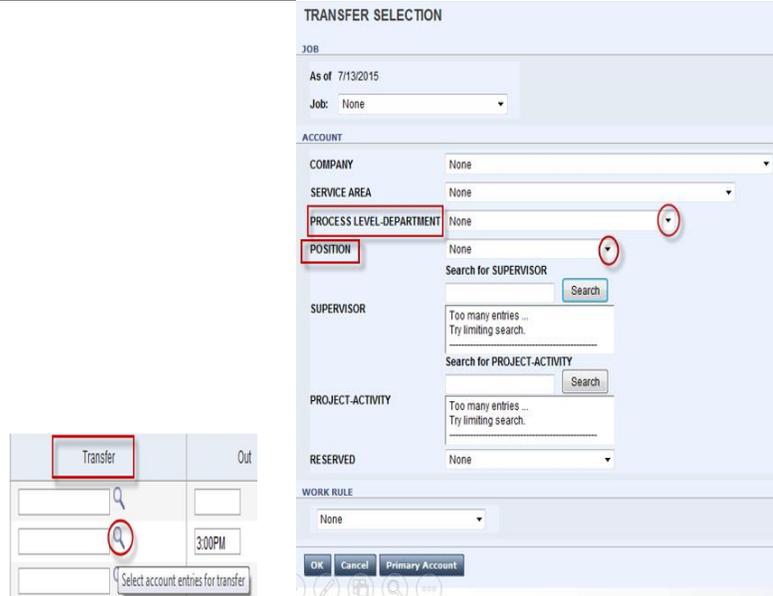
External Kronos can be accessed from any system (computer, laptop, tablet, smart phone)

<ol style="list-style-type: none"> 1. Type "Providence.org" on your intranet browser 2. Click on "For Caregivers" 	
<ol style="list-style-type: none"> 3. Click on "External Access" 4. LOG INTO KRONOS: User Name and Password is the same as your Lawson Employee Self Service. 	
<ol style="list-style-type: none"> 5. Missed Punch/Edit Punch Go to "My Information", "My Timecard" Missed Punch: A red box will outline a missed punch. Click in box and enter time. SAVE Edit Punch: Click in the box of the time that needs to be edited. Make Corrections. SAVE 	
<ol style="list-style-type: none"> 6. You may need to add a second row to a timecard to add PTO, different pay code, or additional in/out punches. 7. ADDING A ROW: <ol style="list-style-type: none"> A. Select the date in which you want to insert a row. B. Insert the pay code that applies, then tab to enter the amount of hours. 8. Click "Save" 	

POSITION, DEPARTMENT AND WORK RULE ACTIVITY TRANSFERS

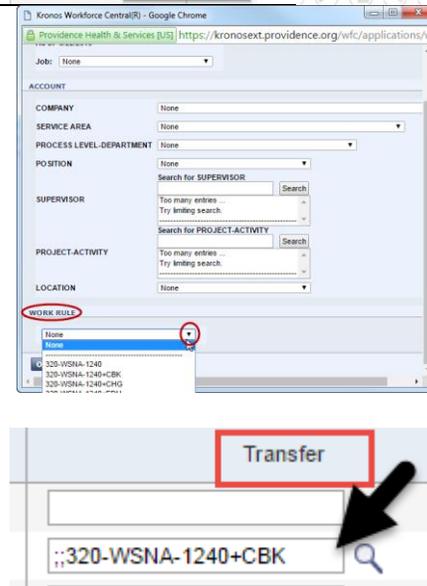
POSITION AND DEPARTMENT TRANSFERS:

1. Click on the  **Magnifying glass in the Transfer column** of the main page to get to Position & Dept. Transfers.
2. **Department Transfer:** Click on the drop down box of the “**Process Level – Department**”, then select transferring department by scrolling or typing in cost center.
3. **Position Transfer:** Click on the drop down box of the “**Position**”, then select the appropriate position number.
4. Click **OK** when you have clicked on your selection(s)



WORKRULE/ACTIVITY TRANSFER:

1. To transfer to a work rule, select the drop down next to Work Rule and find the work rule you need to transfer to
2. Click on the Work Rule to select it
3. Click on OK



CANCEL MEAL DEDUCTION

This is only to be used if you **DID NOT** clock out at the end of your shift and answer the attestation statement related to meal period. You will only use this if you **DID NOT** take a lunch during your shift and the auto-deduct meal needs to be canceled.

1. Check “No Meal” on date meal missed.
2. Save
3. It will add 30 minutes onto your timecard.

Transfer	Out	No Meal	Shift
<input type="text"/>	4:32PM	<input type="checkbox"/>	8.5
Transfer	Out	No Meal	Shift
<input type="text"/>	4:32PM	<input checked="" type="checkbox"/>	9.0

For assistance with Kronos please contact the Payroll Team by calling the Employee Service Line at 1.888.687.3753, follow prompts for payroll or send an email to: Kadlecpayroll@providence.org