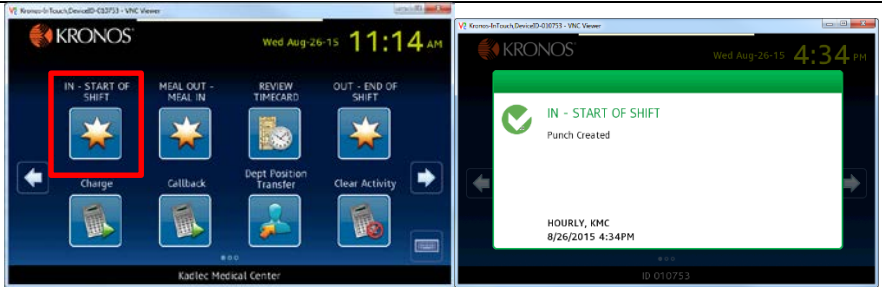


NON-EXEMPT (HOURLY) KRONOS QUICK REFERENCE GUIDE –CLOCK

1. IN - START OF SHIFT: TAP the In-Start of Shift icon on the Clock and then **TAP** badge **UPPER RIGHT HAND CORNER**



2. MEAL PERIOD OUT/IN: TAP the Meal Period Out/In icon on the Clock and then **TAP** badge **UPPER RIGHT HAND CORNER**

****Used if you are required to clock out/in for meal or if you take a meal break longer than 30 minutes.**



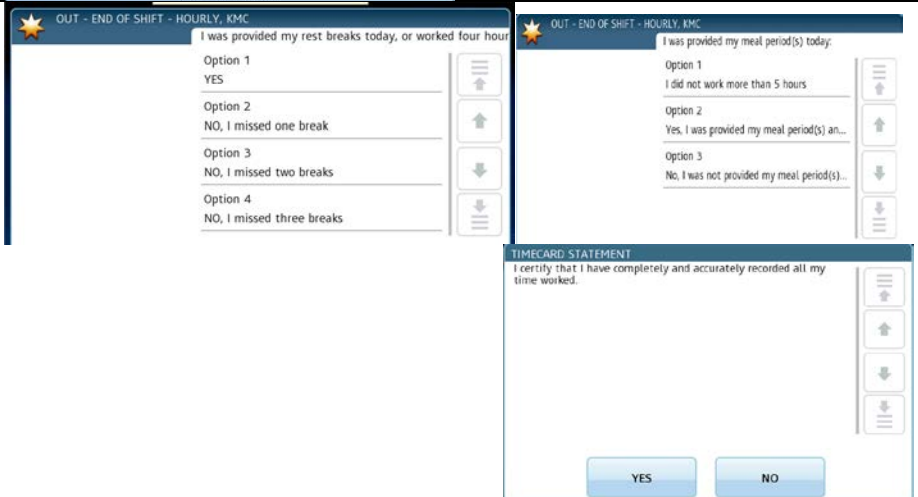
3. OUT - END OF SHIFT: TAP the Out-End of Shift icon on the Clock and then **TAP** badge **UPPER RIGHT HAND CORNER**



4. ATTESTING TO TIME: At the completion of your shift, you will need to answer three statements to attest to your time for the day regarding:

- 1. Your Rest Period**
- 2. Your Meal Period**
- 3. Attesting your time is correct**

****When choosing the correct option, TAP the answer on the screen**

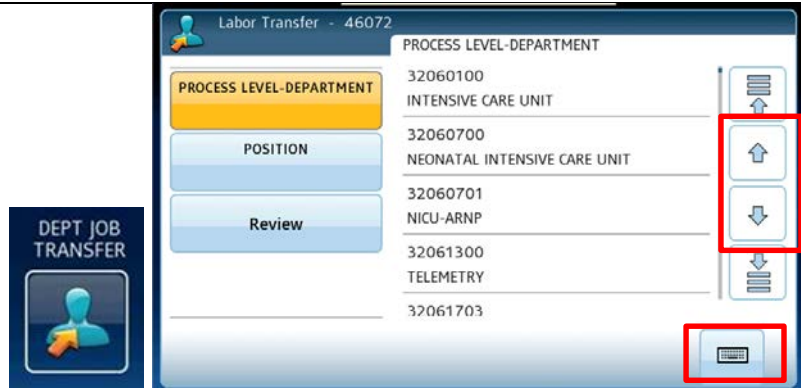


POSITION, DEPARTMENT AND WORK RULE ACTIVITY TRANSFERS

POSITION AND DEPARTMENT TRANSFERS:

1. **TAP** the Dept Job Transfer icon
2. **TAP** your badge
3. **TAP** the correct Position number
4. **TAP** PROCESS LEVEL-DEPART...
5. Use the up or down arrows to scroll through and find the correct department
6. **TAP** the department
7. **REVIEW** your entry, then **TAP SUBMIT**
8. You will receive an Accepted confirmation

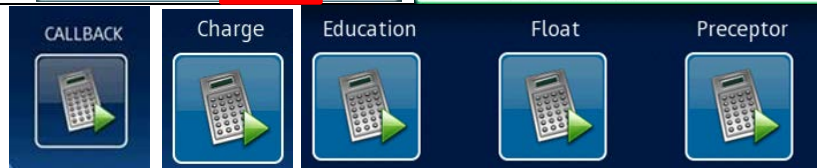
Keyboard: If you know the 8 digit department number, you can click on Keyboard in lower right and enter department number



WORK RULE/ACTIVITY TRANSFERS:

If necessary, **TAP** the  key until the screen displays the desired activity

1. **TAP** the icon for Activity (Callback, Charge, etc.)
 2. **TAP** your badge,
 3. *If not changing departments or positions, tap Review, then **TAP SUBMIT***
 4. If changing positions, **TAP** the correct position number
 5. If changing departments, use the up or down arrows to scroll through and find the correct department. **TAP** the correct department.
 6. **REVIEW** your entries, then **TAP SUBMIT**
- You will receive an Accepted confirmation



REVIEW TIMECARD

To review your timecard, tap on "Review Timecard", Tap badge in upper right hand corner.

Options to review:

1. Previous Pay Period
2. Current Pay Period
3. Today
4. Tomorrow

Recommendation: Review Timecard before ending shift to confirm all punches, transfers, and other actions have been completed for the day.

