(Notice for Bi-weekly Paid Employees Only)

Below are instructions on how to clock in/out using the Kronos Time Clock. If you have questions, please contact your Manager.

How to Use the Time Clock

The Kronos clocks have a badge scanner below or beside the clock that tells it who is clocking in and out.

1. Hold your ID badge over the scanner to clock.

2. A good punch will give you a **green light** and you will hear a single "beep" from the clock, and **your name will be displayed**.

If the clock does not get a good punch, you will hear beeping coming from the clock. Check the clock screen for an error message. Try swiping the clock again. If you still don't see the green light, contact your manager or supervisor immediately.

Scanner

Re-allocation or a transfer to another unit other than your home unit is done by locating the unit name on the green display screen and then by pressing the blue button next to the name. At some clocks the unit name may be on the next screen. If the unit name is on the next screen press the blue more button. The display will prompt you to swipe your badge. This process is followed to return to your home unit after a re-allocation or other activity such as Education or Meeting. A single swipe with your badge will clock you out.

Please do not Review Punches during a shift change when there are a number of employees trying to clock in or out.

CLOCKING IN/OUT ON A RESTRICTED CLOCK

There are several restricted time clocks in the Hospital. If a restricted clock is your home clock you should not have a problem clocking in/out. If you do have a problem, contact your Manager or Supervisor. If you are reallocated to use a restricted clock, please follow the instruction below. Also, a copy of these instructions is posted by each restricted time clock.

Clocking Instructions for Reallocated Employees *Only*

Please follow the before instructions for Transferring using this restricted clock. *If this is not your home clock you will not be able to clock in on this clock unless you are reallocated.*

Clocking in:

1. Select the correct blue **Transfer key** on the display screen
2. Arrow down using the down arrow key to **Enter Badge ID** and swipe your badge.
3. This will clock you in. See steps below to clock out.

Clocking out:

1. Select the correct **Transfer key** again on the display screen
2. Arrow down using the down arrow key to **Department Account Number** and hit the **CLR button**.
3. Arrow down using the down arrow key to **Activity** and hit the **CLR button.**
4. Arrow down using the down arrow key to **Enter Badge ID** and swipe out.
5. This will clock you out.