KRONOS

WHAT YOU NEED TO KNOW!

SIGN-IN to KRONOS:

You will need:

❖ User name

❖ Password

- Both are the same as your email sign-in

KRONOS

User Name

Password

PUNCH IN & OUT:

❖ Punch in whenever you are training/working

❖ Punch-out when you are done

■ Be sure that Kronos <u>actually clocked</u> your time.

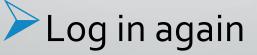■ Verify by clicking on your timecard.

PUNCH ACCEPTED:

Pay close attention to the message that appears once your punch in your time.

❖ What will you see?

- ▪ Punch accepted
- ▪ You must log in again
  - ○ This means punch not accepted
    - ➤ Log in again

CHECK TIMECARD:

Each day you perform work

- ❖ Check timecard after last punch
- ❖ Make sure punches are correct.

TIMECARD PUNCHES:

❖ Space / Box for AM

❖ Space / Box for PM

- Punches in wrong box

○ Contact Lead Driver for revisions of timecard.

FORGOTTEN PUNCHES:

- Contact Lead Driver for revisions of timecard.

APPROVING TIMECARD:

Every Monday check:
- ❖ From the week <u>prior</u>
- ❖ Do not approve if there are errors
- ❖ Contact Lead Driver to make corrections <u>prior</u> to approving it.

CANNOT UNAPPROVE TIMECARD:

- Once approved, can not unapproved on mobile device.
  - ❖ Must be done on desk top PC or laptop.

CLICK THE LINK BELOW AND COMPLETE THE KRONOS INSTRUCTION QUIZ
AND THEN SUBMIT

KRONOS INSTRUCTION QUIZ