KRONOS°

Clocking In and Out

The Timeclock lets you record the start and stop times of your workday. Certificated or Exempt employees will punch once a day while Classified or Non-Exempt employees will punch in and out each day (along with in and out for lunch if applicable).

Clocking in and out

- 1 Click on the **Punch In/Out** icon on the timeclock's home screen.
- 2 Once the keypad appears you will swipe your key fob along the bottom right front of the machine.
- 3 You will know your punch is recorded correctly when the green message box appears and says Accepted In/Out Punch with your name in the bottom of the box. If a number appears instead of your name please see your school bookkeeper.

Step 1

KRONOS° Sun Aug-23-20 7 Review View Accrual Punch In/Out View Schedule **Punches** Balances Submit Request Timesheet Change Swipe Badge Finance (Kronos-InTouch, DeviceID-381624) - VNC Viewer Punch In/Out Enter Badge ID 1 2 3 $\langle x \rangle$ Backspace 5 4 6 Use badge or enter XXX badge ID Clear 7 8 9 0 Enter

Step 2