

Kronos: Time Entry

Employees are required to record their work time to ensure accurate pay.

- **Non-Exempt (Hourly):** Clock in and clock out each workday.
- **Exempt (Salaried):** Clock In only (no clock out option).

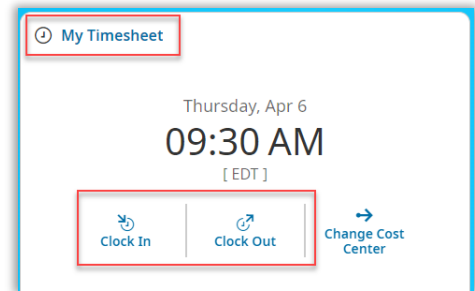
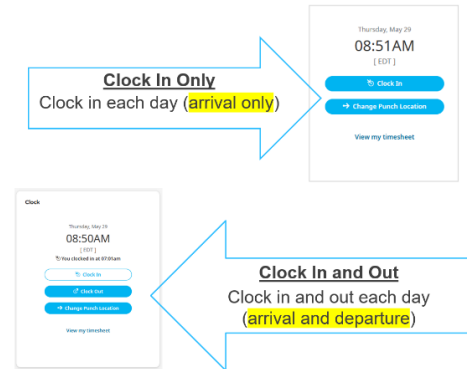
Important: Non-Exempt employees should have one clock in and one clock out for each workday.

Clocking In or Out

Use the Clock feature in Kronos to record your work time at the start and end of your workday, based on your employee type.

Note: You must be within 500-750 feet of a CCPS location to punch.

1. From the **User Dashboard**, locate the **Clock** widget.
2. Select **Clock In** or **Clock Out**.
3. Wait for confirmation (the icon turns gray).
4. Click **OK**.
 - Your punch is saved automatically.
 - The punch appears on your timesheet in the From/To columns.



Location Error (Geofencing)

This message may appear if you are using the mobile app outside the allowed location range.

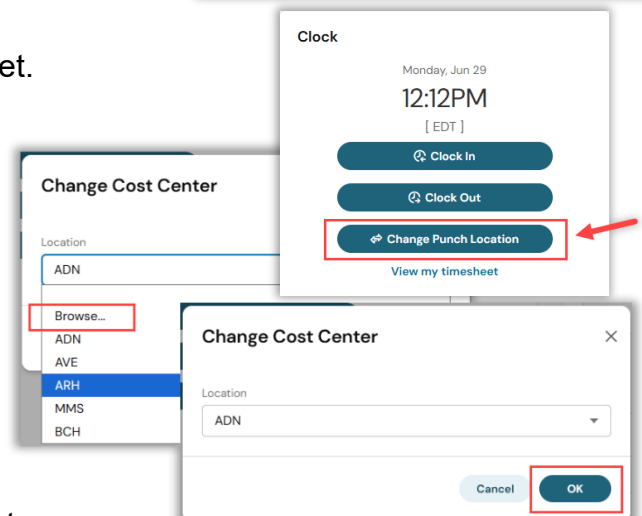
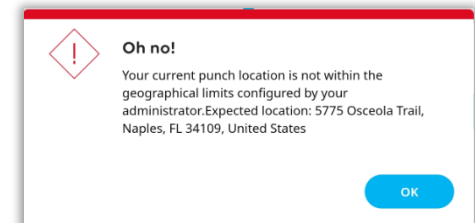
If you receive a location error:

- Select **Change Punch Location** to continue clocking in.

Change Punch Location (If Applicable)

Use this option if working in a different department or location other than your assigned site.

1. From the **User Dashboard**, locate the **Clock** widget.
2. Select **Change Punch Location**.
3. Select the correct **cost center/department**.
4. Click **OK** to clock in.
 - Your selection is saved for future punches.



Reminders

- Clock in/out daily (non-exempt employees).
- Verify punches appear on your timesheet.
- Submit a Change Request or notify your supervisor if you miss a punch.
- Confirm you are using the correct location/cost center