

Kronos Timeclock Introduction

Union College

Presenter: Ryan Donelan

Why Kronos Timeclocks?

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- Save Time
- Less Mistakes
- Better Data



How do I punch?

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- 1) Press "Punch IN" or "Punch OUT" button
- 2) Place finger on top of clock

Green light will show that you've punched... THAT'S IT



Using Biometrics

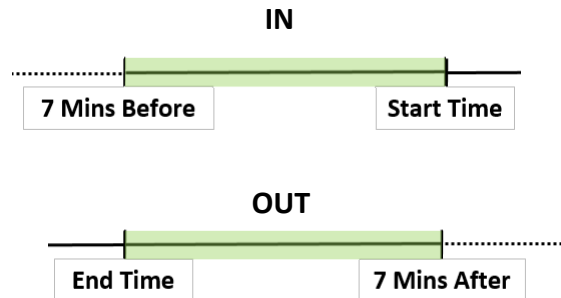
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- Simple: no card to lose, no numbers to remember
- Can recognize more than one finger
- Go through Enrollment before first use - takes a few minutes
- Union College is NOT collecting or storing your fingerprint



When do I punch?

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Punches are rounded to the nearest 15-minute mark
 A 7:28 AM punch is rounded to 7:30 AM
 A 4:34 PM punch is rounded to 4:30 PM
 Managers can review punches and receive flags for late/early punch

When do I punch?

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DO PUNCH

- ✓ At Start of Shift
- ✓ At End of Shift
- ✓ Leaving Work During Shift
- ✓ Returning to Work During Shift

DO NOT PUNCH

- ✗ For Regularly Scheduled Lunches

Special Situations

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Instead of PUNCH IN press...

- CALL BACK: If the punch is from being Called In, this ensures pay at the correct rate and hours
- LEAD RATE: If the shift is from being the Lead, this ensures pay at the correct rate
- ON CALL: If you are On Call punch in using this button *only ONE time during the week*. A supervisor confirms who is On Call for the week.

When shift is finished, PUNCH OUT as normal

Does it do anything else?

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- View Timecard
- View Accruals (Vacation / Sick time)
- View Schedule
- Request Time Off

Please do not take extra time at the clock if others are waiting

Questions?

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