Why Kronos Timeclocks?

- Save Time
- Less Mistakes
- Better Data
How do I punch?

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

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Using Biometrics

- 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?

**IN**

- 7 Mins Before
- Start Time

**OUT**

- End Time
- 7 Mins After

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

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When do I punch?

**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

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?

• 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?