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UNION.EDU

Kronos Introduction

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Why Kronos Timeclocks?

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- Save Time
- Less Mistakes
- Better Data

Kronos InTouch™

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

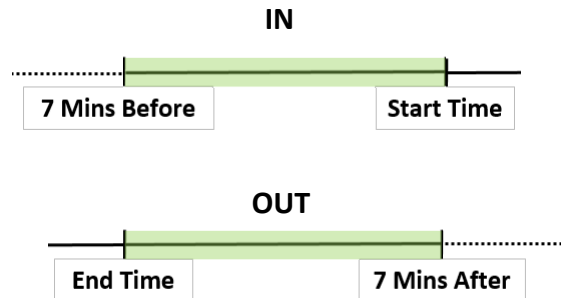
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- Simple: no card to lose, no numbers to remember
- Can recognize more than one finger
- Go through Enrollment before first use - takes a few minutes
- Union College is NOT collecting or storing your fingerprint
- If having trouble: Type Employee ID,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



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

Where do I punch?

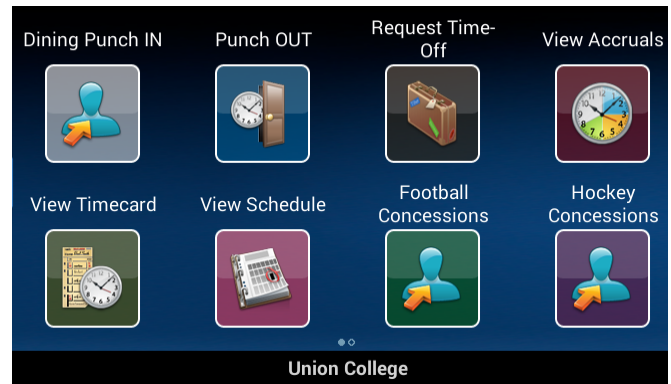
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Dining	Facilities	Campus Safety
<ul style="list-style-type: none"> • West • Rathskellar • Dutch Hollow • Hale House • Upperclass • College Park Hall 	<ul style="list-style-type: none"> • Structural - Main building • Cleaning - Main building • Grounds - Facilities Garage • Boiler House - Utilities Plant • College Park Hall 	<ul style="list-style-type: none"> • Williams Center • College Park Hall

Special Situations (Dining)

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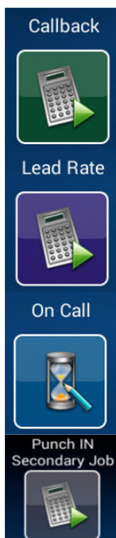
- Transferring to another Location
Do not "Punch OUT" then walk to new location. Instead walk to location then press "Dining Punch IN". Kronos will automatically stop work at previous location and transfer hours from that point to new location
 - Concessions
Use special Concessions Buttons at Dutch Hollow timeclock
 - College Park Hall
At this cross-dept clock make sure to Use "Dining Punch IN" button
- When shift is finished, Punch OUT as normal*



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Special Situations (Facilities)

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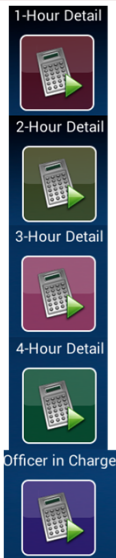
Instead of PUNCH IN press...

- 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. If you are on call for a day you are not at the college (weekend), a supervisor must mark you On Call.
- PUNCH IN SECONDARY JOB: Located in the Boiler House. Transfers any time worked in that location to CoGen so that CoGen manager can see and approve

When shift is finished, PUNCH OUT as normal

Special Situations (Campus Safety)

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Instead of PUNCH IN press...

- 1,2,3,4-HOUR DETAIL: Pays a minimum number of hours for working a campus event.
 - If the Punch OUT is LESS than the Detail Shift pay will still **not be less than** the chosen 1, 2, 3, or 4 hours
 - If the Punch OUT is MORE than the Detail Shift pay you will be paid for the time worked (if you work 2.5 hrs on a 2-hr detail, pay will be 2.5 hrs)
- OFFICER IN CHARGE: Marks the shift to be paid at the Officer in Charge rate

When shift is finished, PUNCH OUT as normal

Note: Buttons located at Williams Center and CPH clocks only

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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Please contact Payroll payroll@union.edu
Search union.edu for "Kronos" for more

