Kronos In Touch® Terminal
Employee User Training
Overview Topics

Kronos InTouch Terminal You will learn the following topics:

• Overview of the Kronos InTouch Terminal
• Navigating the Kronos InTouch Terminal
• Tracking Time with the Soft Keys
• Missed Punches and Exceptions
• Questions
Overview of the Kronos InTouch Terminal
What is the Kronos InTouch Terminal?

The terminal is like an Automated Teller Machine (ATM). It helps you:

• Get information you need, when you need it
• View & manage your own info, including:
  - Punch in and out times
  - Transfer between multiple jobs
  - Request time off
  - View accrual balances
  - View timecard
  - View current and future schedules
  - Attest to granted meal breaks
  - View messages
How to use the InTouch Terminal

**Indicator Lights**
- Green indicates that the terminal successfully read a badge
- Red indicates that the terminal did not successfully read a badge
- Yellow indicates that the terminal is receiving power

**Soft Keys**
Press soft keys to perform transactions such as labor transfers

**Navigation Keys**
Use these like cursor keys to move within fields and menus on the display

**Badge Slot/Proximity Reader**
May be a bar code, magnetic stripe, or proximity reader

**Biometric Touch**
May be one or more fingers
Enter your employee number on the keypad

If you will enter an Employee ID number instead of using biometric touch or a badge:

1) Press Keypad icon to access the Badge ID screen
2) Enter your ID#
3) Press Enter
Navigating the Kronos InTouch Terminal
Support for multiple languages

Use the terminal in the language of your choice

- Available languages:
  - English
  - French (Canadian)
  - Spanish (Mexico)
  - Chinese (China)
Navigating Across Multiple Pages

• Use LEFT and RIGHT arrows to access multiple pages
• Indicator on the bottom identifies the # of pages available, and the page you are on
Accessing tasks

- Tasks with multiple steps will have steps listed
- Tasks with multiple steps may have up and down arrows
Using the Soft Keys
Soft Keys – Touch Screen Navigation

• To select a soft key, press the corresponding icon

• To proceed, use a “identifier” method:
  – biometric touch
  – ID card swipe or
  – enter Employee ID #
Punch In/Punch Out Using Soft Keys

• Standard process is biometric reader or card swipe to log a punch – the system knows if it’s a IN or OUT Punch.

• If biometric or card swipe is not an option, press the **Punch In** or **Punch Out** soft key, then...

• Enter Employee ID #
Transfer

For multiple jobs, you must always use the Transfer function to select the correct job:

- Press the Transfer soft key
- Apply your data entry method (card, ID # or biometric)
- Select the Location & Activity of the job working
Transfer (Continued)

• Review the transfer data
• When finished, click Submit
• Review the approval message

Accepted: Transfer to Receptionist

Badge ID:

Wed Jan-18-2020, 11:15 am
Request Time Off

- Press the **Request Time Off** soft key
- Apply your data entry method (card, ID # or biometric)
- Select the **Type of Time Off**
- Choose the **Start & End** dates
Request Time Off (Continued)

- Choose **Duration** and enter the number of **hours:minutes**
- Review the information you entered then press **Submit**
View Accruals Online

- Press My Accruals soft key
- Apply your data entry method (card, ID # or biometric)
- Review your accrual information using up & down arrows to scroll through your balances
View Timecard Online

- Press **My Timecard** soft key
- Apply your data entry method (card, ID # or biometric)
- Press soft key that corresponds to the time period you want to view (*previous or current pay period, etc.*)
- **Timecard** will appear. Scroll using up & down arrows
View My Schedule

- Press **My Schedule** soft key
- Apply your data entry method (card, ID # or biometric)
- Press soft key that corresponds to the time period you want to view
- Schedule will appear. Scroll using up & down arrows
Pager Call-Back

- Press **Pager Call-back** soft key
- Apply your data entry method (card, ID # or biometric)
- Choose the correct additional paycode
- Enter **Date & Time** period of call-back & Amount (hours)
- Review and Submit
**View Messages**

- Press **View Messages** soft key.
- Apply your data entry method (card, ID # or biometric)
- Terminal responds by displaying messages
- Use arrow keys to move between messages
- Touch messages to review content and **Delete** to clear.
Timeclock Alerts
Meal Break Attestation

Kronos is set up to automatically deduct your normally scheduled, paid meal break.

• An **attestation** that you received your break appears whenever you work more than 5 hours in a day:
  – If you answer “**Yes**”, the auto meal break deduction is processed
  – If you answer “**No**”, it will ask why you didn’t take one
  – The System will replace the auto deduct time with time worked
Missed Punch Alert

• Forgot to Punch Out?
  – Kronos will alert you to that error on your first punch of the following day you work

• You will be shown the error on your timecard

• Select the Punch date to correct the error directly at the timeclock and Submit.

• **NOTE:** Your supervisor is required to approve all missed punches
Resources

Visit the UTime/Kronos page online to find:
- Announcements
- Training Presentations
- Job Aids
- Campus System Admins
- and More!

https://www.usnh.edu/human-resources/kronos-information-and-resources