Kronos InTouch® Terminal with Touch ID®
Biometrics Job Aid for Employees

1. On the screen, tap **Punch In or Punch Out**.
2. Insert the badge in the badge reader slot so that the bar code or magnetic stripe is facing the badge reader (slide top to bottom) or place badge near proximity reader. Optionally, you can tap your badge number on the touch screen.
3. Position the first joint of your finger against the ridge lock.
4. Drop your finder on the sensor.
5. If the punch is successful, the indicator light flashes green and you hear a tone.

If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.

How to access the second page

1. On the screen, tap right arrow.
2. Select the soft key on the second page and follow the prompts.
**Common Error Messages**

- **Error 01-1: Error reading badge**
  What to do: You may not have swiped properly. Try again, following the steps above. If you get the same message, see your Supervisor.

- **Error 06-2: Unknown home employee**
  What to do: See your Supervisor.

- **Error 04-1: Rejected**
  What to do: You have already successfully swiped, or, if you are attempting to enter another punch, not enough time has gone by since entering the previous punch. Wait a moment or two, then try again.

**How to Use Soft Keys**

Depending on how your terminal is set up, you may be able to view information (such as your vacation balance) or perform transactions (such as a department transfer.)

To use a soft key, do the following:

1. On the screen, tap the soft key that you want to use. What happens next depends on the soft key. You may be prompted to enter or accept information.

2. To enter information, follow the instructions on the InTouch screen. To accept information, tap Enter. To enter your badge, swipe your badge through the badge reader or place it near the proximity reader.

**How to perform a Transfer**

1. Press the Transfer soft key.
2. Use biometric reader, swipe your badge or enter your Employee ID.
3. Select Activity (or role) that will be fulfilled in the transfer.
4. Select Location for transfer.
5. Select time and date.
6. Submit for approval.
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Requesting Time Off

1. Press the **Request Time Off** soft key.
2. Select the Type of Time Off.
3. Select Start Date.
4. Select End Date.
5. Select Duration and then select **Hours**.
Requesting Time Off (continued)

6 Enter the Start Time to determine the amount of time off for each day.

7 Enter the End Time to determine the amount of time off for each day. For example: If you are requesting 8 hours per day, then enter an end time that is 8 hours after the start time.

8 Add any relevant or required Comments.

9 Review selections.

10 Select Submit if information is accurate
Viewing Messages

1. Press the View Messages soft key.
2. The terminal responds by displaying messages.
3. Select the desired message from the list.
4. From the message viewer select Delete, Previous, Next. Or, select Close to return to the list of messages.
View My Accruals

1. Press the **My Accruals** soft key.

2. From the Calendar, select the date you want to use as reference for your Accrual Balance.

3. A summary of Accrual quantities will display based on the selected date.

5. To view more information on an accrual category, select the blue arrow to the left of the desired accrual.
View My Timecard

1. Press the My Timecard soft key.

2. Press the soft key that corresponds to the time period for which you want to view timecard information.

3. The Timecard will appear. To scroll, use the up and down keys.
View My Schedule

1 Press the My Schedule soft key.

2 Press the soft key that corresponds to the time period for which you want to view timecard information.

3 The Schedule will appear. To scroll, use the up and down keys.
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Call-Backs

1. Press the **Pager Call-Back** soft key.

2. Select the Paycode associated with the call-back.

3. Select the date of the call-back.

4. Select the time of the call-back.

5. Select the Amount (Hour/Duration) of the call-back.

6. Review the call-back selections and **Submit** for approval.