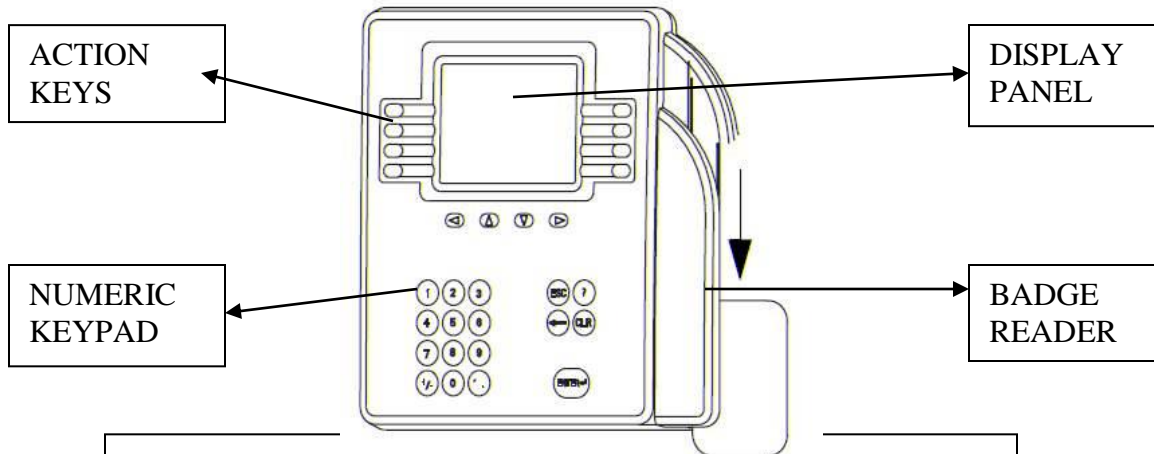


KRONOS CLOCK GUIDE

4500 Model



- Hold your ID badge so your picture is facing you and the barcode runs along the left side.
- Position the badge into the black magnetic reader block on the right side of the terminal faceplate.
- In one steady motion, slide your badge down through the magnetic reader block.

Multiple Job Swipes

- Press **In with Job** action key
- Enter Empl Record #
- Press the **ENTER** Key
- Swipe your card through the Badge Reader **

Call In Swipes

- Press **Call IN** action key
- Enter Empl Record #
- Press the **ENTER** Key
- Swipe your card through the Badge Reader **

Call In While On Call

- Press **Call in While on Cal** action key
- Enter Empl Record #
- Press the **ENTER** Key
- Swipe your card through the Badge Reader **

Entering Your "In" or "Out" Time Without a Badge

- For your primary job, type in your SSN (URID for Students) using the numeric keypad on the bottom left of the clock (if you have only one position at the University, it is your primary job).
- Press the **ENTER** Key.

How Do I Know If My Swipe Is Accepted?

- You will hear only **1 beep** from the terminal. The **top light** on the terminal will turn **green**

How Do I Know If My Swipe Is Not Accepted? *

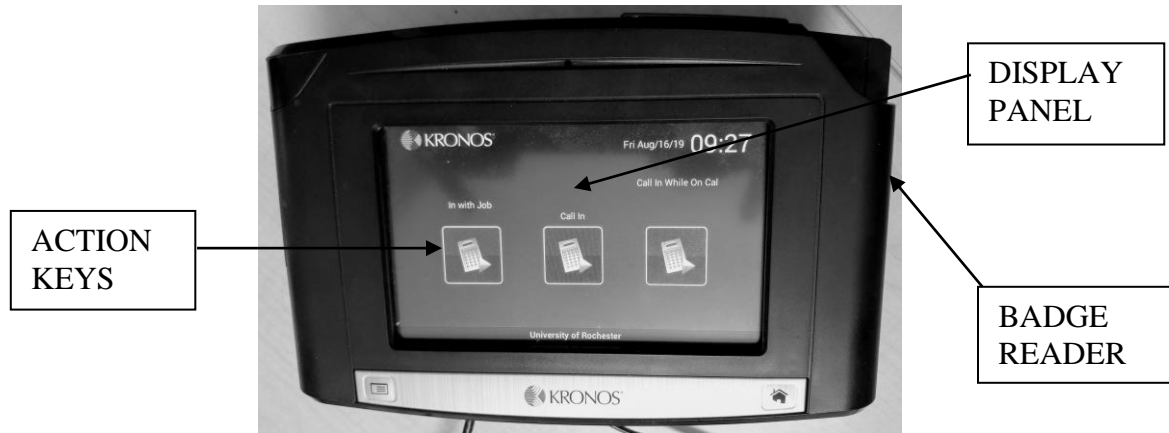
- An Error message will appear on the Display panel.
- You will hear a series of **3 beeps**.
- The **middle light** on the terminal will turn **red**.

* If your swipe is not accepted, note the error message and report it to your Supervisor to ensure that your time is entered into the Time & Labor system for accurate payroll payment.

**Follow the instructions for "Without a Badge" if you do not have your badge to swipe

KRONOS CLOCK GUIDE

InTouch Model



Swiping Your Badge

- Hold your ID badge so your picture is facing you and the barcode runs along the left side.
- Position the badge into the black magnetic reader block on the right side of the terminal faceplate.
- In one steady motion, slide your badge down through the magnetic reader block.

Multiple Job Swipes

- Press **In with Job** action key on screen
- Swipe your card through the Badge Reader
- Press the **Keyboard** key
- Enter Empl Record #
- Press the **ENTER** key
- Press the **SUBMIT** key

Call In Swipes

- Press **Call IN** action key on screen
- Swipe your card through the Badge Reader
- Press the **Keyboard** key
- Enter Empl Record #
- Press the **ENTER** key
- Press the **SUBMIT** key

Call In While On Call

- Press **Call in While on Cal** action key on screen
- Swipe your card through the Badge Reader
- Press the **Keyboard** key
- Enter Empl Record #
- Press the **ENTER** key
- Press the **SUBMIT** key

Entering Your "In" or "Out" Time **Without** a Badge

- You are required to use your badge.
- Please follow your department's procedures for reporting exceptions.

How Do I Know If My Swipe Is Accepted?

- You will hear only **1 beep** from the terminal. The **light** in the upper left on the terminal will turn **green**

How Do I Know If My Swipe Is **Not** Accepted? *

- An Error message will appear on the Display panel.
- You will hear a series of **2 beeps**.
- The light in the upper left corner on the terminal will turn **red**.

* If your swipe is not accepted, note the error message and follow your department's procedures for reporting exceptions to ensure that your time is entered into the Time & Labor system for accurate payroll payment.