

Clock Functions

(Kronos model 4500 only)

This model clock is similar to many bank ATMs and consist of a display, 'soft' keys to the left and right of the display, scroll keys under the display, a numeric keypad, and escape (ESC), backspace (left arrow), clear (CLR), and enter keys.

The ESC key is used to cancel the transaction that you are performing.

The backspace key is used to clear data entered by the user one-character-at-a-time from the right.

The CLR key is used to clear all data in a field.

The ENTER key is used to accept data in a field and move to the next field. If you are in the last field of a transaction, pressing ENTER initiates the transaction.

Use the up and down arrow keys to scroll through output.

The functions listed below are available at the card reader. To perform any of these functions, press the key to the left or right of the display by which is displayed the name of the function which that key performs. Then it will prompt you to enter other information (such as UNIT number for transfers), and/or swipe your card at the Enter Badge prompt. Slide your card through the reader to perform the function.

Punch Status

This key allows you to determine if you are currently "in" or "out". NOTE: This status reflects only the punches you have performed on that particular clock. If you have swiped at another clock or if your manager has added a punch, the status on the clock will not be correct. Even so, as long as you have an "in" punch and an "out" punch, your time will be reflected correctly in the database. Once your status is backwards on a particular clock, it will remain that way until you have not swiped that clock for a period of 24 hours. At this point, it should reset itself, and your status should once again be correct.

Review Punches

This key allows you to review your "in" and "out" punches for the last 72 hours. Stored punch data will reflect only the punches from the clock on which you perform this function. To view punches on other clocks, you must perform a review on each of those clocks.

Total Hours Worked This Pay Period

Use this key to view your total hours worked in the current pay period. This function can only be performed at your home clock.

Callback

Use this key for your in punch only to designate that you have been called in to work from an "on call" status.

Clear Activity

Use this key to end your callback status, education time, or orientation time and begin regular work time.

Education

Use this key for your "in" punch only to designate that you are participating in Education.

Orientation

Use this key for your "in" punch only to designate that you are participating in Orientation.

Transfer

This key allows you to transfer your time worked to a department other than your home department. To clock "in" to the other department, press the transfer key and enter the department number as listed on signs next to the card readers.

Should you need to designate Callback, Education, or Orientation and also transfer hours to another department, you may do so. To use Education as an example; first you would press the 'Education' key.

The clock will prompt you to enter a 7-digit unit number. Enter the 7 digits and then press the Enter key. The clock will then prompt you to swipe your card. You have now designated your time as Education as well as transferred your time to a different department.