TIMEKEEPING TASKS FOR CLOCK EMPLOYEES - BADGE SWIPE

**If your badge does not work, please request a new badge and have your supervisor punch in for you.**

### Record a Punch
1. Swipe your **badge**.
2. If prompted, place your enrolled finger on the **verification device**.
3. If the punch is successful, the top status light flashes green and you hear a single beep.
4. If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.

### View Timecard
1. Press the **View Timecard Online** soft key.
2. Swipe your **badge**.
3. If prompted, place your enrolled finger on the **verification device**.
4. Press the soft key that corresponds to the time period you want to show totals.

### View Schedules
1. To view the schedule for your current shift, press the **View Schedules** soft key.
2. Swipe your **badge**.
3. If prompted, **place your enrolled finger** on the **verification device**.
4. Current schedule will be displayed.

### Read Messages
1. Press the **Read Messages** soft key.
2. Swipe your **badge**.
3. If prompted, **place your enrolled finger** on the **verification device**.
Kronos Clock - Employees

Request for Time-Off (GTOR)

1. Press the **Request Future Time-off-GTOR** soft key-swipe your badge.

2. *If prompted*, place your enrolled finger on the biometric device.

3. Select Request Type (we only have one leave type **GTOR**)
   a. Use the key pad and enter a “0” in the box
   b. Use the arrow button to move the cursor to “Create” (press the “Enter” button)

4. Select an Action
   a. “0” for **Submitting** a GTOR request (This is entered by default)
   b. “1” for **Cancelling** a GTOR request
   c. Use the arrow button to move the cursor to “Continue” (press the “Enter” button)

5. Enter the details of the **GTOR request**
   a. Enter the **start date** (use the format **M.DD.YYYY**)
   b. Enter the **end date** (Use the format **M.DD.YYYY**) – *DO NOT CROSS WEEKEND*

6. Continue to enter the details of the GTOR request
   a. Note the Start, End Date & Pay Code from the previous page for verification.
   b. Enter duration “0” for **Full Day** “1” for **Hours**
   c. Enter start time 07.30 (use the format HH.MM)-Enter “1” AM OR “2” PM
   d. Enter length 08.00 (use the format HH.MM)
   e. Use the arrow button to move the cursor to “Submit” – Press the “Enter” button

<table>
<thead>
<tr>
<th>Leave Type Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 CBPT - PT Only City Business</td>
</tr>
<tr>
<td>1 CBUS - City Business</td>
</tr>
<tr>
<td>5 FHOK - Floating Holiday</td>
</tr>
<tr>
<td>6 HAUK - HOL Accrued Hrs. Used</td>
</tr>
<tr>
<td>7 JURY - Jury Duty Requested</td>
</tr>
<tr>
<td>8 PERS - Personal Hrs. Requested</td>
</tr>
<tr>
<td>9 Sick Used</td>
</tr>
<tr>
<td>10 TRGM - Training Municipal</td>
</tr>
<tr>
<td>11 TRPT - PT-Training Municipal</td>
</tr>
<tr>
<td>12 Vacation (Default)</td>
</tr>
<tr>
<td>13 WELL - Wellness</td>
</tr>
</tbody>
</table>

Start Work on an Internal Order – (Employees that charge their time to grants)

1. Press the **Start Work on an Internal Order** soft key
2. Press the **List** soft key
3. Use the **arrow** keys to scroll up and down through the list and press **ENTER** to select the **highlighted Internal Order**
4. To confirm the transfer, press **ENTER**
5. Swipe your badge.
6. If prompted, place your enrolled finger on the **verification device**.
7. If the transfer is **successful**, the top status light **flashes green** and you hear a single beep.
8. If the transfer is **rejected**, the **middle status light flashes orange** and you hear three quick beeps. Look for an error message on the terminal display.