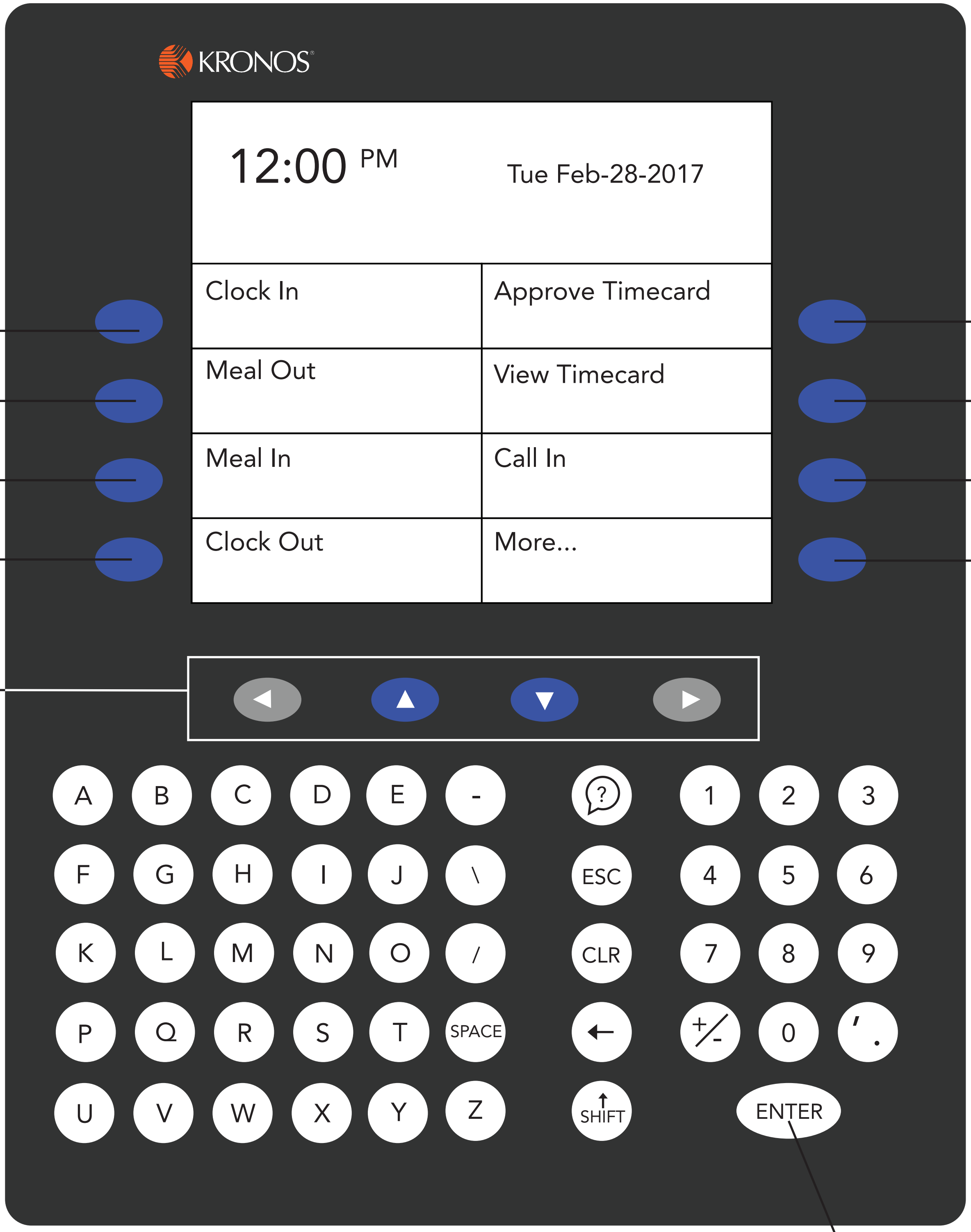
KRONOS® Time Clock Map

USC Finance Division
Human Resources


KRONOS
12:00 PM
Tue Feb-28-2017
Clock In
Approve Timecard
Meal Out
View Timecard
Meal In
Call In
Clock Out
More...
A B C D E -
F G H I J \
K L M N O /
P Q R S T SPACE
U V W X Y Z
ESC
CLR
SHIFT
1 2 3
4 5 6
7 8 9
+/- 0 ' .
ENTER

Beginning of shift

Beginning of meal period

End of meal period

End of shift

Navigate up/down left/right

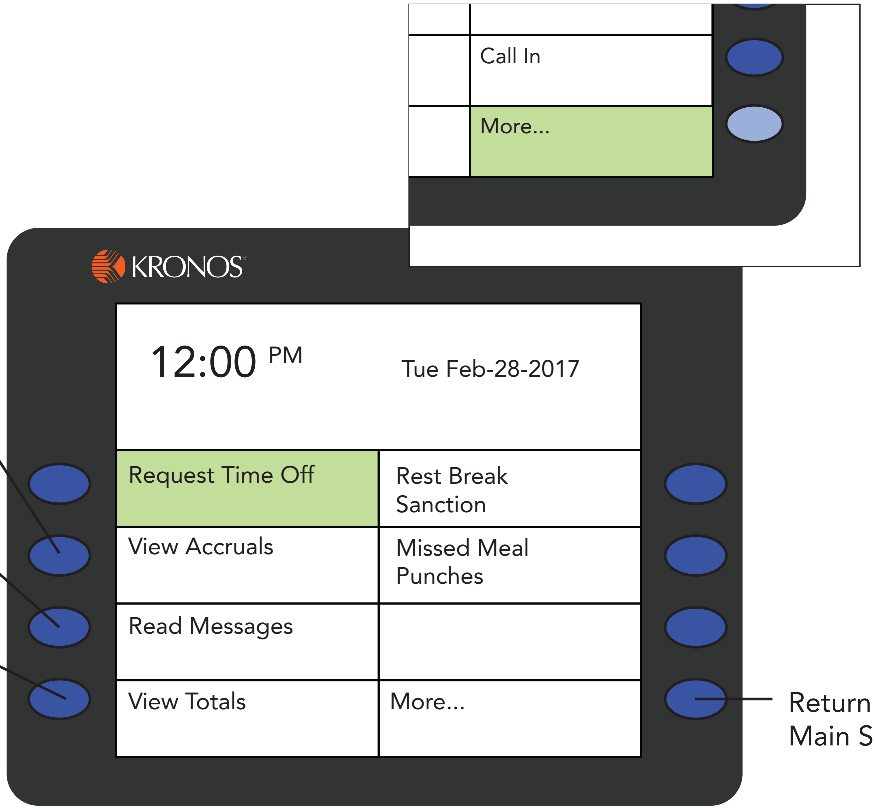
Approve on Wednesday BiWeekly and enter missed punches

View current or past timecards for sign in times and shift/daily totals

Beginning of Call In shift

Additional functions

Enter button


Call In
More...
KRONOS
12:00 PM
Tue Feb-28-2017
Request Time Off
Rest Break Sanction
View Accruals
Missed Meal Punches
Read Messages
View Totals
More...

Current, Projected Vacation & Sick Accruals

From Payroll Office or supervisor. Check for time off request or missed punch approval.

Totals for timecard including: Today, Yesterday, Current Pay Period, Previous Pay Period

Return to Main Screen

Approve Timecard

1. Select **Previous Pay Period** (or **Current Pay Period** if approving on Wednesday)
2. Review timecard using the blue arrow keys
3. Select **Approve** and then press **Enter**

Call - In

* After choosing the function, the ext screen will read DEVICE WORK RULE and will have the number "1" already entered in the box

1. Press **Enter**
2. Swipe ID badge or input your 7 - digit ID and press **Enter**

Missed Punches

Enter missed punches and submit for supervisor approval.

1. Select **Approve Timecard.**
2. Swipe ID badge or enter your 7-digit ID and press **Enter**.
3. Select **Time Review**
4. Scroll up/down to find the Missing Punch you wish to correct and select by pressing **Enter**
5. **Current Punches** are displayed first.
6. **Enter Missed Punch** in military time. For Example if missed punch is 6:00 AM, enter 0600. If missed punch is at 3:30 PM, enter 1530
7. DO NOT change date field. Leave this box unedited by pressing **Enter**.
8. Once you are done, double check that your entry is correct and select **SUBMIT,** then press **Enter**.
9. An email will be sent to your supervisor notifying him/her of your requested punch.
10. Check message to see approval from your supervisor.

Requesting Time off

In the series of blank boxes that appear,

1. **LEAVE TYPE**: Input the number code of the type you are requesting:
   100 for Vacation
   200 for Sick Self
   201 for Sick Family
   (Students and Resource Employees only have access to Sick Plans)
   Press **Enter.**

2. **FROM DATE**: Input the first date of your absence in the MM.DD.YYYY format.
   You must include the period (.) between the month, day, and year. Ex: January 1, 2017 = 01.01.2017
   Press **Enter.**

3. **TO DATE**: Input the last day you will be absent in the MM.DD.YYYY format. If you will be gone for one day, the FROM DATE and TO DATE will be the same date.
   Press **Enter.**

4. **HOURS/DAY**: Input the number of hours you will be gone each day in the HH.MM format.
   Ex: If you work 8.0 hrs/day, you will enter 8.00; for 7.5 hrs/day, enter 7.30 (enter hoursand minutes)
   *if you will be gone for more than one day, but for a different number of hours each day, submit each day as its own requestby choosing **ADD ANOTHER** option at the bottom of the form.

5. Using the grey side-to-side arrow key to select either **ADD ANOTHER** if you want to request another day, otherwise select **SUBMIT** if you are done.
   Press **Enter.**

   An email will be sent to your supervisor notifying him/her of your requested absence.

Rest Break Sanction

Enter Rest Break Sanction when rest breaks have not been taken.

1. Select **Rest Break Sanction**.
2. If rest breaks have not been provided, select **No**.
3. Input Date that rest break was not provided in the MM.DD.YYYY format.
4. Press **Enter** and then **Submit**.

Missed Meal Punches

Enter two punches when both meal clock ins have been missed.

1. Select **Missed Meal Punches**.
2. Date defaults to current day, change date if entering punches for a different day in the MM.DD.YYYY format.
3. Input time for first punch.
4. Repeat steps 2 and 3 for second punch.
5. Press **Enter** and then **Submit**.