

## Quick Guide: Using Kronos Physical Time Clock



### Clock In and Out

Tap your badge over the blue-lighted area on the right side of the machine to clock in and out using the UKG Ready (Kronos) physical time clock. After tapping your badge in the blue area on the far-right side of the time clock, you will receive a green accepted screen or a red rejected screen. If you received a red rejected screen, tap your badge again, as it did not accept your initial tap to clock in or out.



### Additional Functions

An employee can access multiple functions from the UKG Ready (Kronos) physical time clock, including:

1. Request Time Off
2. View Time Off Requests
3. View Accrual Balances
4. View Punches
5. View Schedule
6. Submit Timesheet
7. View Points
8. View Counters



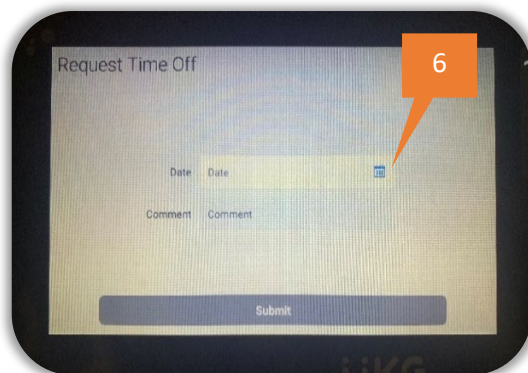
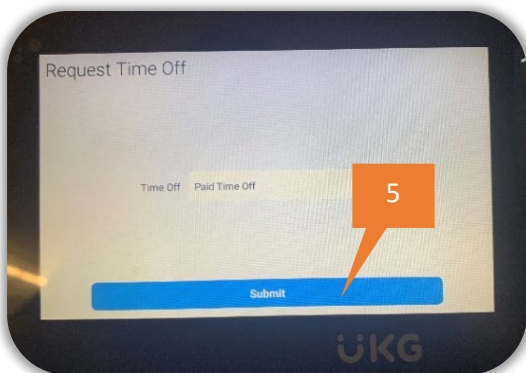
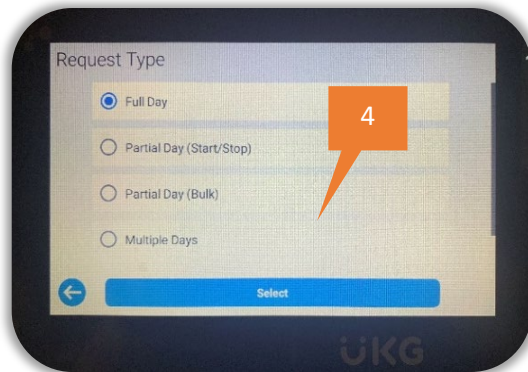
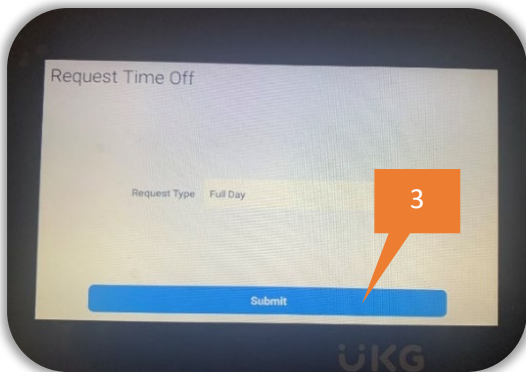
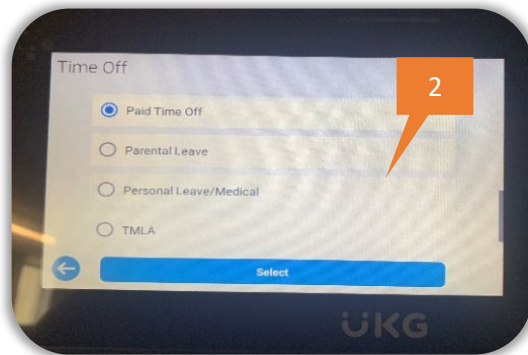
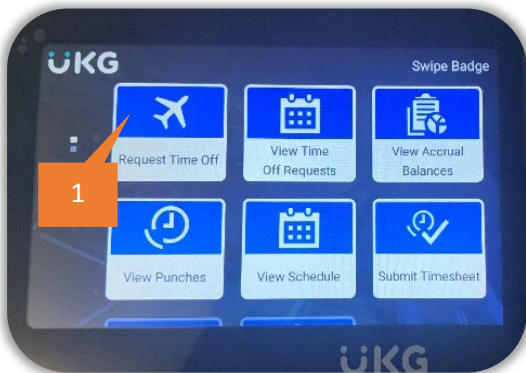
To access one of the functions, an employee **selects the desired function first** and then taps their badge once prompted. If employees swipe the badge before selecting the function, they will clock themselves in or out of their shift. All functions are self-guided and to exit out of an option, simply tap the home icon on the right side of the screen.

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## Request Time Off

1. Select the 'Request Time Off' tile from the touch screen.
2. Select the time type you need to request from the list and then hit the blue 'select' button.
3. If the time type selection is correct, hit the blue 'submit' button.
4. Select the type of day the request will cover from the list, then hit the blue 'select' button.
5. If the type of day selection is correct, hit the blue 'submit' button.
6. Select the calendar icon to begin inputting the date of the time of request.
7. Using the calendar, select the day(s) associated with the request. Input the date you'd like to request off and a comment, then select submit.
8. If the date selected is correct, hit the blue 'submit' button.
9. When the warning reminder appears, select 'yes' if you want to continue.
10. You will see a green 'accepted' screen once your request is submitted.



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