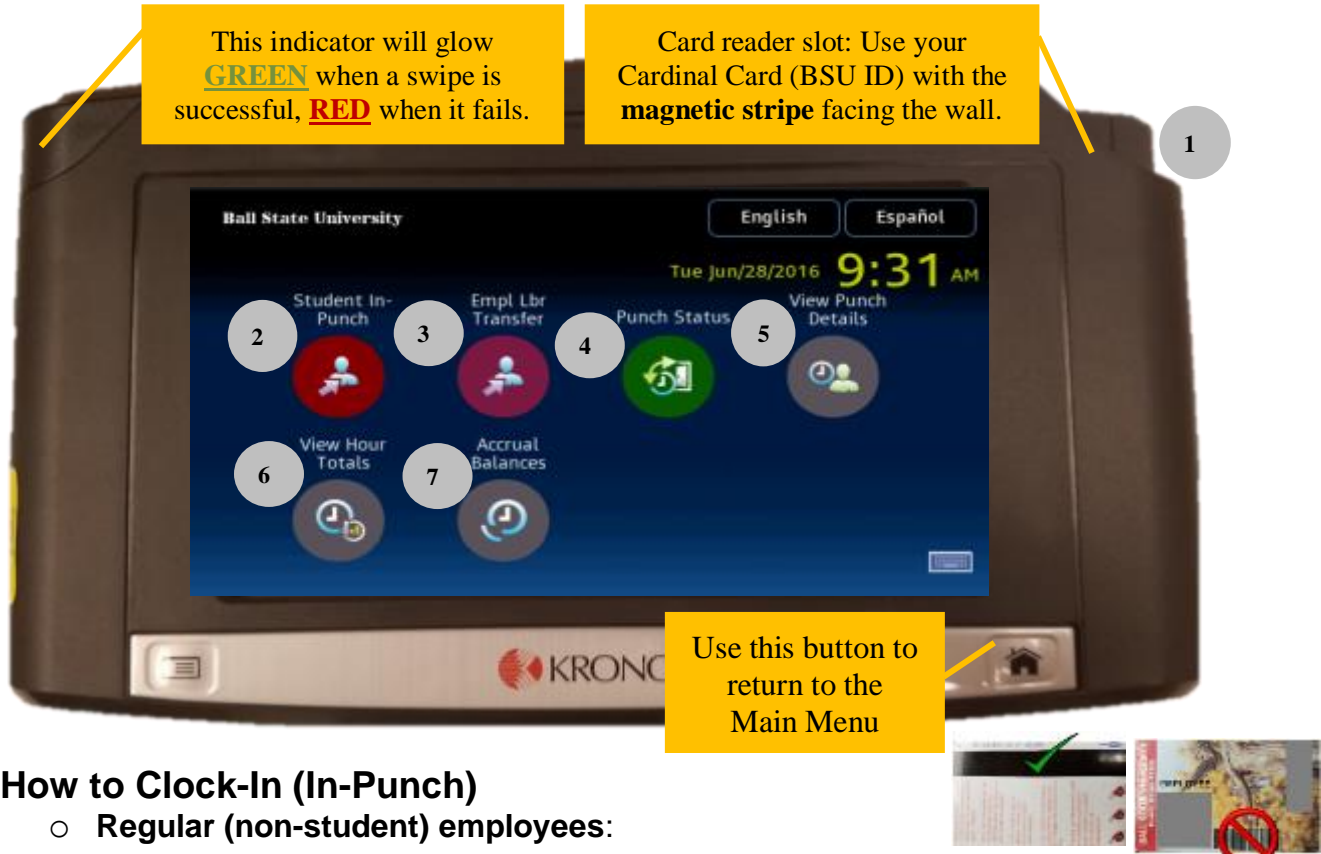


**Kronos In Touch Time Clock Instructions**  
**Specifically For**



**Nonexempt (Hourly) Employees**  
**in**  
**Workforce Timekeeper 8.0**  
**August 2016**

## Kronos InTouch Time Clock Instructions



- **How to Clock-In (In-Punch)**

- **Regular (non-student) employees:**

- Do not select any options from the clock.
- Swipe your Cardinal Card (BSU ID) through the card reader slot <sup>1</sup>.
  - The new clocks uses the **magnetic stripe** of your Cardinal Card, not a barcode.
  - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
- If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
  - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
  - You are not allowed to swipe more than once within a two minutes period. If you accidentally swipe a second time within the two minute period, you will receive the error "**Punch rejected...You are attempting to punch too soon after your previous punch...**". This error can be ignored, since your first punch was already accepted.
  - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

○ **Regular (non-student) employees with a “Labor Transfer”:**

- Press the “Empl Lbr Transfer” option on the clock <sup>3</sup>.
- Swipe your Cardinal Card (BSU ID) through the card reader slot <sup>1</sup>.
  - The new clocks uses the **magnetic stripe** of your Cardinal Card, not a barcode.
  - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- A list of valid labor accounts (starts with “LT-”) will be displayed.

(Note: If no list is shown, or an error message is display, then you are not setup to transfer to a different labor account.)

  - Select the labor account from the list.
  - Verify the labor account is correct then press on **submit** to complete the clock-in process.
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
  - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
    - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
    - You are not allowed to swipe more than once within a two minutes period. If you accidentally swipe a second time within the two minute period, you will receive the error “Punch rejected...You are attempting to punch too soon after your previous punch...”. This error can be ignored, since your first punch was already accepted.
    - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

○ **Student employees:**

- Press the “Student In-Punch” option on the clock <sup>2</sup>.
- Swipe your Cardinal Card (BSU ID) through the card reader slot <sup>1</sup>.
  - The new clocks uses the **magnetic stripe** of your Cardinal Card, not a barcode.
  - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- A list of active jobs will be displayed.
  - Select the job you are clocking into from the list presented.
  - Verify the job is correct then press on **submit** to complete the clock-in process.
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
  - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
    - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
    - You are not allowed to swipe more than once within a two minutes period. If you accidentally swipe a second time within the two minute period, you will receive the error “Punch rejected...You are attempting to punch too soon after

**your previous punch...**". This error can be ignored, since your first punch was already accepted.

- Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

- **How to Clock-Out (Out-Punch) – ALL EMPLOYEES:**

- Do not select any options from the clock.
- Swipe your BSU ID through the card reader slot **1**.
- Did you see the indicator light blink **GREEN** and/or hear a successful chime?

- **The InTouch Clocks are touch-screen enabled devices that allows employees to perform various time-keeping functions:**

- **2** "Student In-Punch"

- Students should **ALWAYS** select this option for when clocking-in (In-Punch).
- Only used for In-Punches. **Do not** select this option for clocking-out (Out-Punch).
- Once selected, student will swipe their ID, and a list of active jobs for that student will be displayed.
- Below the list of active jobs is a list of Labor transfers "LT-\*"
  - Only available for student employees with a **Primary job** assignment in Dining, Housing and Rec Services.
  - Labor transfer allows a student employee to work their **Primary job**, but charge the labor to a different account (FOAPAL).
  - Only works with student's Primary job assignment.
  - Will not be available for Federal Work Study jobs.
  - The list of Labor transfer will start with "LT-\*"
  - Once selected, the time will be charged to that FOAPAL until the student clocks-out.

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### Employee Labor Transfer (Empl Lbr Transfer)

- Currently used only for Dining, Housing and Rec Services.
- Labor transfer allows an employee to work their **Primary job**, but charge the labor to a different account (FOAPAL).
- Only works with employee's Primary job assignment.
- The list of Labor transfer will start with "LT-\*
- Once selected, the time will be charged to that FOAPAL until the Employee clocks-out.
- Once selected, an employee will swipe their ID, and a list of valid labor transfer options "LT-\*" will be displayed.
  - This list is specific to an employee, based on the employee type, and their time-sheet organization.
  - Only available for employees with a **Primary job** assignment in Dining, Housing and Rec Services.
- Only used for In-Punches. **Do not** select this option for clocking-out (Out-Punches).

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### Punch Status

- To use – Press "Punch Status" 4 and swipe your ID Card.
- Will show last date and time of a punch on this specific clock.



- Will only show punches made on the same clock.

## 5 View Punch Details

- Shows your timecard details.
- Will show time entered from all sources.
- Allows you to select a Time Period.
- This function is only available during non-busy hours:
  - Monday thru Friday between
    - 8:10am and 3:20pm
    - After 5:10pm
  - All day Saturday and Sunday
- To use:
  - Press “Punch Status” 5 and swipe your ID Card.
  - Select the “Time Period”

View Punch Details - SELECT TIME PERIOD

Previous Pay Period

Current Pay Period

Next Pay Period

Today

Yesterday

Week to Date

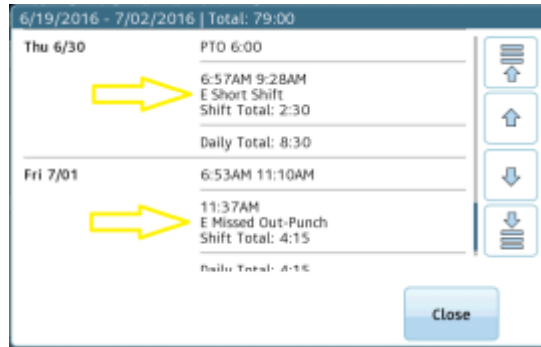
Last Week


- After selecting a time Period, you will see a calendar with daily totals. The ⚠ symbols indicates possible issues with your existing timecard (refer to Thu (6/30 and Fri (7/1) below).

View Punch Details - 6/19/2016 - 7/02/2016 | Total: 79:00


Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20 8:15	21 8:00	22 10:00	23 8:00	24 8:00	25
26	27 8:00	28 8:00	29 8:00	30 8:30 ⚠	1 4:15 ⚠	2

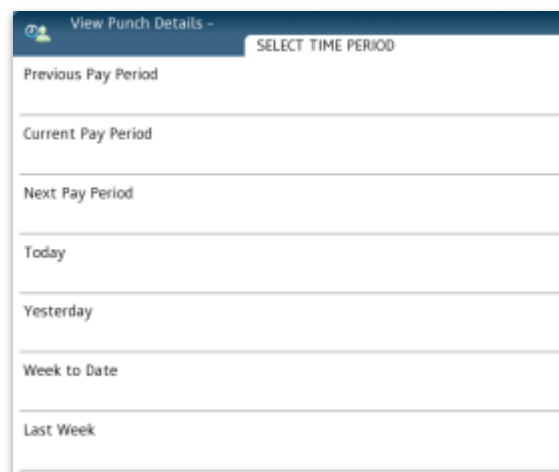
- To see the details of a particular day, and to view a description of the issues (⚠️), select the day from the clock), then scroll down the list to the day in question.



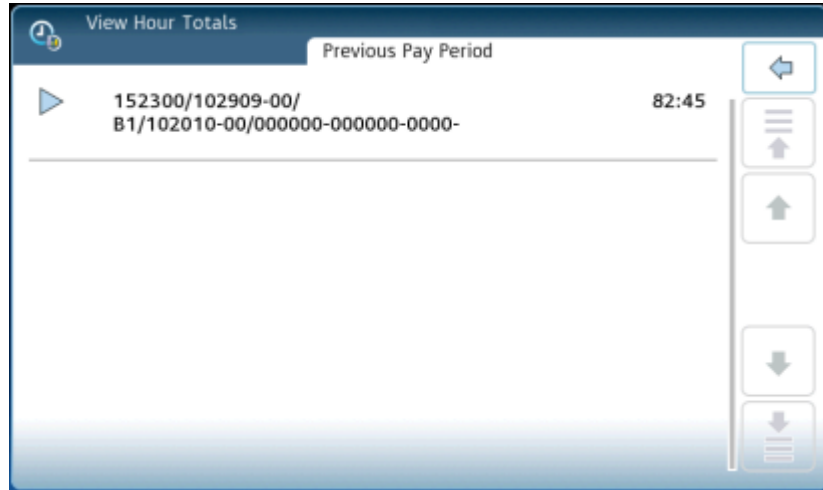
- Once you are done viewing your Time Card details, press the “Home”  button located on the bottom right of the clock.
- The screen will automatically log you out after about 30 seconds of inactivity.


## 6 View Hour Totals

- Shows hours totals by position/labor levels.
- Will show time entered from all sources.
- Allows you to select a Time Period.
- This function is only available during non-busy hours:
  - Monday thru Friday between
    - 8:10am and 3:20pm
    - After 5:10pm
  - All day Saturday and Sunday
- To use:
  - Press “View Hour Totals”  and swipe your ID Card.
  - Select the “Time Period”




- After selecting a time period, a list by labor levels showing totals hours will be displayed.



- Once you are done viewing your hour totals, press the “Home”  button located on the bottom right of the clock.
- The screen will automatically log you out after about 30 seconds of inactivity.

## 7 Accrual Balances


- Shows accrual balances for a specific selected date.
- Only available for employees that have accruals.
- This function is only available during non-busy hours:
  - Monday thru Friday between
    - 8:10am and 3:20pm
    - After 5:10pm
  - All day Saturday and Sunday
- To use:
  - Press “Accrual Balances”  and swipe your ID Card.
  - Select the day from the calendar displayed.





- After selecting the as of the date, a listing of all your accruals along with the balance will be displayed.

Accrual Balances -		7/11/2016
▶ Sick Hours	628:00 Hour	
▶ Vacation Hours	108:00 Hour	

- Once you are done viewing your accrual balances, press the “Home”  button located on the bottom right of the clock.
- The screen will automatically log you out after about 30 seconds of inactivity.