

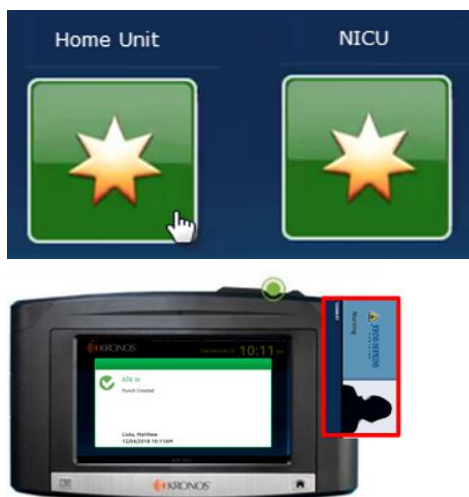
InTouch Clock User Guide



As part of Kronos Attestation, non-exempt employees are required to attest to meal breaks and punches at the end of a shift. All employees are required to press a clock softkey when punching at the clock.

Employee Expectation (Shift Start)

- All employees;** Select proper unit key to punch in for a shift
 - Note:** If you are not transferring to a different unit, select Home Unit by default
- Use your badge** when prompted. A successful punch will register in **Green**
 - Note:** If you are a biometric employee, also perform a finger scan when prompted



Employee Expectation (Shift End)

- Hourly employees;** Select Out Punch key
- Use your badge** when prompted
 - Note:** If you are a biometric employee, also perform a finger scan when prompted
- A question will be displayed asking if a 30-minute **meal break** was provided during the shift. **Select the appropriate answer**
 - Note:** If you select NO to the meal break question, a canceled meal deduction will automatically be applied to the shift and your manager will be notified
- Punches for the shift will then be displayed. **Confirm if the punches are accurate by selecting the appropriate answer**
- Confirmation of a successful Out Punch will then be displayed in a **Green** window

