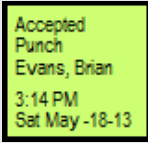# KRONOS – Temp Labor (Agency) Clock Instructions

Welcome to Kronos. The KRONOS clock pictured below is your vehicle to accurate timekeeping. You must have a valid Johns Hopkins ID Badge to use the Kronos System
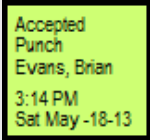
Kronos Clock Swipe Procedures

Purpose   Temporary Labor (Agency) personnel must swipe in to begin, and out to end a shift in order to record hours in KRONOS. A Johns Hopkins issued identification badge is required to swipe (punch) in and out at a KRONOS clock, as instructed below, to ensure accurate tracking of your worked hours.

Steps		
1	**SWIPE IN TO START SHIFT >** **-Hold your Johns Hopkins ID Badge with the picture facing out, near the badge reader area (top right corner) of the clock**	
2	**Swipe the ID Badge through the reader from top to bottom** 📝**Note: This is just like swiping an ATM card for payment at a the grocery store**	
3	**A successful swipe is confirmed by the sound of a single "beep"**	
4	**A message will be displayed verifying that your punch has been accepted, along with your name, the time, and date**	
5	**SWIPE OUT TO END SHIFT – Repeat steps 1 through 4 listed above to Swipe out and end your shift**	**CAUTION: Failure to swipe in to start, or out to end your shift will result in "0" hours in your Kronos timecard!**

Kronos Clock Swipe Procedures - Temp Secondary Job

Purpose   Selected Temporary Labor (Agency) personnel occasionally work a "Secondary Job", and must swipe in to begin, and out to end a shift in order to record hours in KRONOS. When working a shift under a 'Temp – Secondary Job, a Johns Hopkins Issued Identification Badge is required to swipe (punch) in and out at a KRONOS clock, as instructed below, to ensure accurate tracking of your worked hours.

Steps		
1	**SWIPE IN TO START SHIFT >** **Press the blue transfer button labeled "Temp – Secondary Job"**	
2	**-Hold your Johns Hopkins ID Badge with the picture facing out, near the badge reader area (top right corner) of the clock**	
3	**Swipe the ID Badge through the reader from top to bottom** **Note: This is just like swiping an ATM card for payment at a the grocery store**	
4	**A successful swipe is confirmed by the sound of a single "beep"**	
5	**A message will be displayed verifying that your punch has been accepted, along with your name, the time, and date**	Accepted Punch Evans, Brian 3:14 PM Sat May -18-13
6	**SWIPE OUT TO END SHIFT – Repeat steps 1 through 4 listed above to Swipe out and end your shift**	<u>CAUTION</u>: Failure to swipe in to start, or out to end your shift will result in "0" hours in your Kronos timecard!

Q: How can I cancel a 30 minute meal deduction at a clock?

A: Using the Kronos clock, an employee can use the softkey to cancel the automatic 30 minute meal deduction or can swipe in/out for lunch.

Example – No Meal Break Clock Softkey

For those employees who do not currently swipe out/in for a meal break, the clock softkey will enable the employee to cancel the automatic 30 minute meal deduction. As a Kronos Manager it is important to confirm the employee uses the softkey appropriately. To cancel the meal deduction below are the steps the employee should follow:

1. **SWIPE IN** at the start of your shift
2. Select the **"NO MEAL BREAK"** softkey before you **"SWIPE OUT"** for the day

3. **SWIPE** to confirm the **MISSED MEAL** before you **"SWIPE OUT"**

4. **SWIPE OUT** at the end of your shift immediately after you swipe to confirm your **MISSED MEAL BREAK**
5. *NOTE: if you miss your meal break, please notify your supervisor to make sure an alternate meal break is not available and to inform them of this event*