



Badge Not Working

(InTouch Timeclock)

If you have a new badge and it is not working or a badge you have had for a long time and it is no longer working, what do I do?

- First, verify the badge number that is assigned to you in *WORKDAY* matches the badge number on your badge
- The following steps will show you how to view your *Kronos Badge Number* from *WORKDAY*
- Select WORKDAY from the KNOWLEDGELINK home Page

KNOWLEDGELINK			UNIVERSITY VIRGINIA HEALTH SUFFERM
Search in 🔻			Q
CONNECT - RECENT NEWS	() WORKDAY	() MY KRONOS	® IT HELP
Looking for Ways to Improve Your NIH Grant Submission Success? January 11, 2019 Learn how to navigate proposal submissions through online training. (more)	BE SAFE DASHBOARD	© POLICIES & GUIDELINES	() PATIENT EXPERIENCE

Click on WORKDAY LOGIN

UVAHR		MAN	IAGERS PROSPECTIVE EMPLOYE	ES WORKDAY LOGIN	SELF SERVICE Q
BENEFITS	WELLNESS	CAREER DEVELOPMENT	LIFE CHANGES	TIME OFF	CAREERS AT UVA

• Log into the Workday using your UVA computing ID and Password and Log In



UVAHealth



• Complete Duo Authentication process



• When the home screen opens select Personal Information

Welcome,	Control Lineary Control Lineary Street PC/ACCERCIE La			ŵ
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Go to Inbox	Absence	Performance	Requests	

• Once the Personal Information screen opens select About Me

Home Q Search		
← Personal Information	n	
	Change	View
	Contact Information	About Me
	Personal Information	Addresses
	Emergency Contacts	Email Addresses
	Legal Name	Address Changes
	Social Networks	Name
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Click on Personal

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- Click on IDs
- Kronos Badge ID is listed under other IDs

My ID Information				Download f	or your iPhone, iPad or Androi	id devices.
Edit National IDs Other IDs					R	
Other ID Type	Organization	Custom Description	Identification #	issued Date	Expiration Date	
Kronos Badge ID			999999			
Medical Center Employee Number						
UVA Computing ID						

- Verify the number listed here matches the badge number located on your employee badge
 - One used to clock into Kronos







• If the numbers do not match, then contact the badge office



• If the numbers match, then submit an IT Help ticket (process below)

Additional Questions?

- Call the Help Desk at 434-924-5334 OR
- Go to KNOWLEDGELINK and enter a ticket online





See job aid located on the Kronos Welcome Page titled: Submit a Help Desk Ticket On-line