CH Clocking In and Out (Using InTouch Time Clock)
Badge Position at the InTouch Terminal at Culpeper

Badge Position

Badge Position is key when using an InTouch Terminal to clock in and out.

- Find the In-Touch time clock nearest to your work location
- Using your ID badge, slowly place your badge near the top right corner of the clock
   - Hold the badge near the top right corner for **(2) seconds**

- Present the badge as shown below
    - Do not tap the badge on the clock or place the badge on the side of the clock
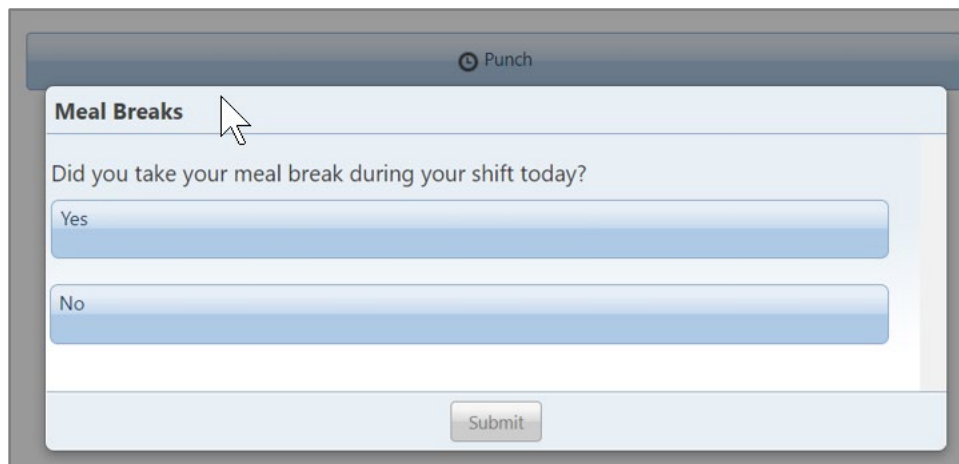
Note: Badge reading is best when the corner with the 'HID' label that is on the opposite corner from the 'Avigilon' label is flat against the front of the right corner of the clock. Please see the screen shot below.
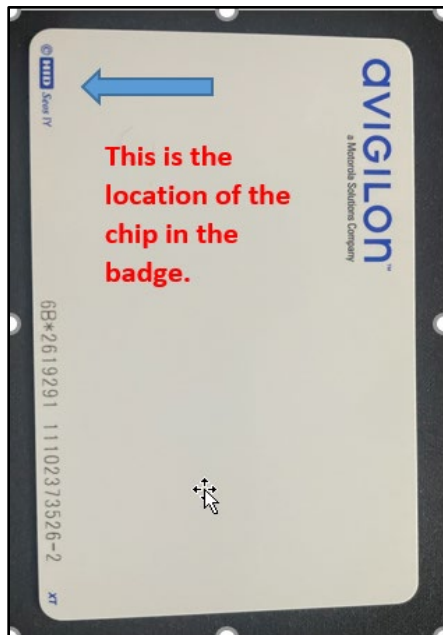
- A green light will appear on the left side of the clock with "**Accepted Punch**" if the badge successfully communicates to the clock
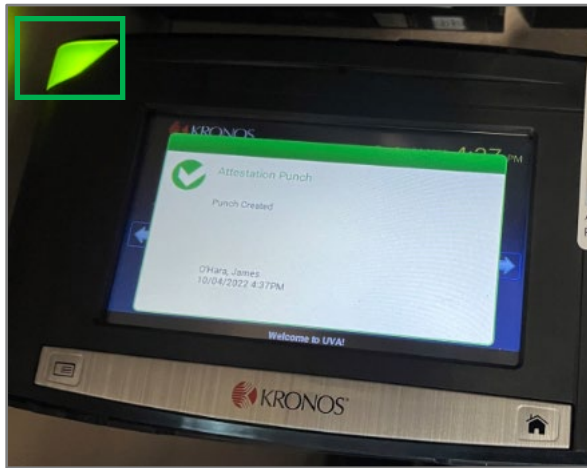
- When clocking out after working 6.5 hours or more, a question will pop up on the touchscreen asking:
  "*Did you take your meal break during your shift today*?" You must answer either *yes* or *no*, with the touch of your finger on the screen

- If NO, the meal break will <u>not</u> be deducted and the timecard will reflect that a meal break has been cancelled
- If YES, the meal break will be deducted
- If a response is **not** provided for the meal break question, the timecard will display as a missed punch for the out punch

Additional Questions?

- Call the Help Desk at 434-924-5334
  OR

- Go to KNOWLEDGELINK and enter a ticket online

  IT HELP

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