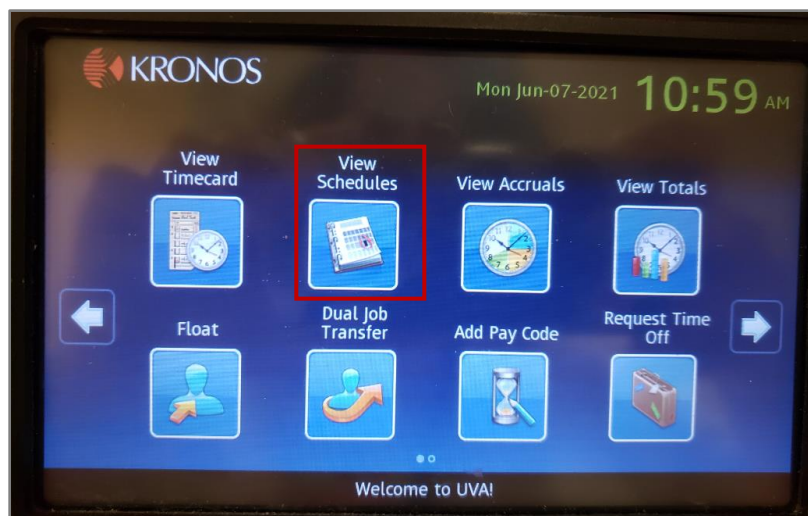# Viewing Schedule – Using the InTouch Time Clock

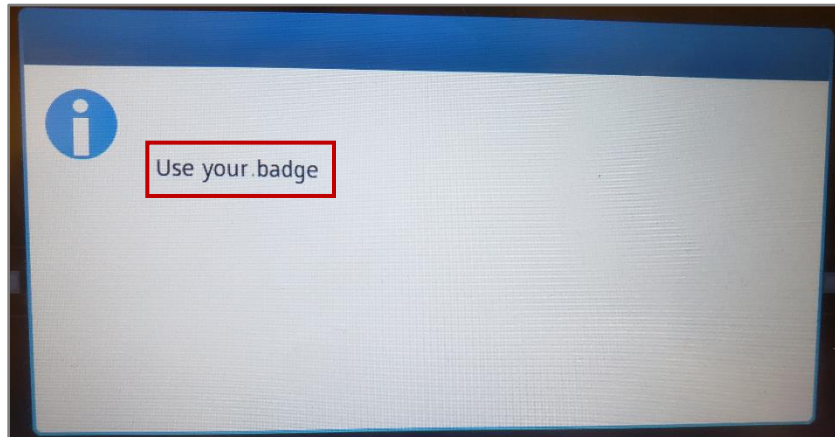## Follow the Steps to View Posted Work Schedule

- From the time clock icons, select *View Schedules*

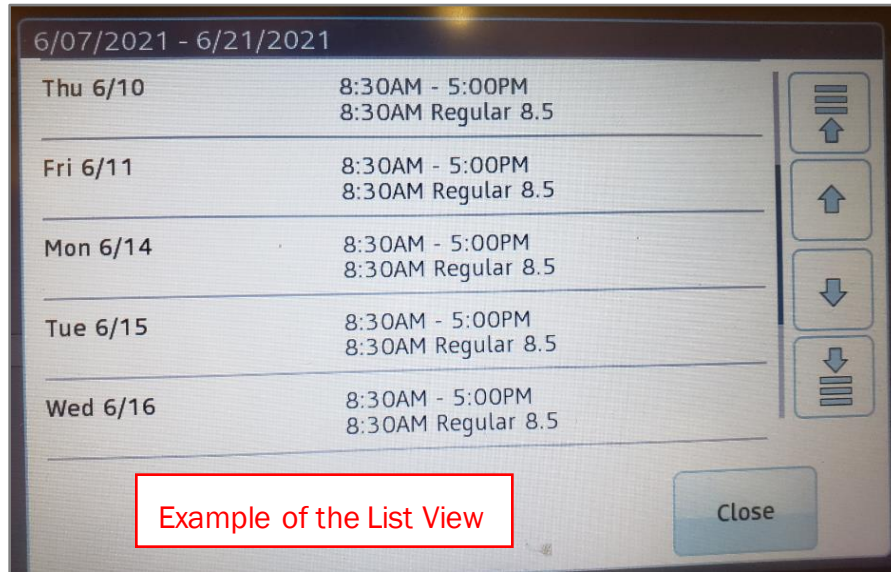- Place badge and hold it in front of upper right portion of the time clock

- A prompt *Use your.badge* will display, place badge in top right hand corner as displayed in previous screen shot
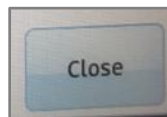

- The screen will show the team member's *Schedule*
  (Defaults View: Current day for a total of 14 days)
  - The default view is *Calendar View*
  - Selecting a date will display the *List View*

- Use the scroll buttons on right of the screen to view the *14-day period*

6/07/2021 - 6/21/2021

Thu 6/10	8:30AM - 5:00PM 8:30AM Regular 8.5
Fri 6/11	8:30AM - 5:00PM 8:30AM Regular 8.5
Mon 6/14	8:30AM - 5:00PM 8:30AM Regular 8.5
Tue 6/15	8:30AM - 5:00PM 8:30AM Regular 8.5
Wed 6/16	8:30AM - 5:00PM 8:30AM Regular 8.5

Example of the List View

Close

- Tap to close the *List View* and return back to the *Calendar View*

- Touch the *Home Key* on the time clock to exit the system and return to the time clock icons

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