







Viewing Timecard – Using an InTouch Time Clock

Follow the steps to see your timecard

- Using the timeclock, select the *View Timecard* icon from the InTouch time clock
- Chose the time period to view
- Scroll to see additional options
- An orange triangle means there is an exception on the timecard
 - Exceptions are deviation between the schedule and work hours
 - Exception example: If scheduled for 7:00 am to 3:30 pm, but punched in at 8:00 am (exception shows a late in)
 - Other exceptions include missed punch, unexcused absence, short hours
 - See timekeeper/manager if an exception is unfamiliar
 - Double tap any day with the  to view the exception

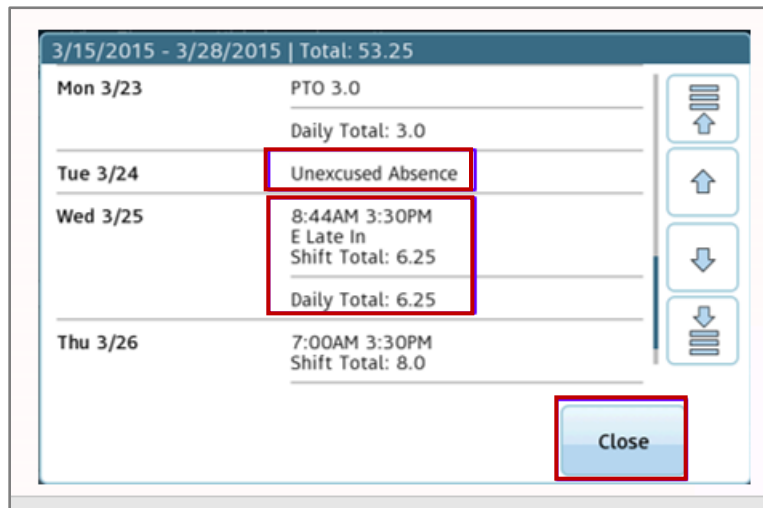
Sun	Mon	Tue	Wed	Thu	Fri	Sat
15	16  5.0	17 8.0	18  7.0	19 8.0	20 8.0	21 
Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23 3.0	24 	25  6.25	26 8.0	27	28

Examples of time card exceptions

- Tuesday, 3/24 indicates an Unexcused Absence



- Possible reasons include missed punch, PTO approval pending, schedule change not recorded
- See your timekeeper/manager to fix
- Wednesday, 3/25 shows a late clock-in
 - PTO may be used to make up the time with manager’s approval
 - An unexcused tardy will be counted as an attendance occurrence
 - See manager/timekeeper for questions



Adding PTO to a Shortened Shift

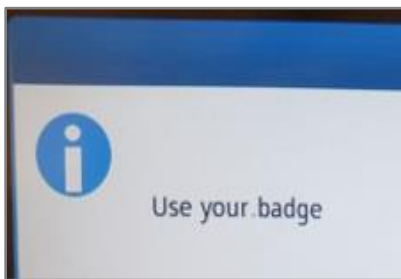
- Process: For days when the scheduled hours do not match worked hours
 - PTO may be needed to make up the difference in order to be paid for a full shift (manager’s approval)
- Tap the *Home* key to return to the menu



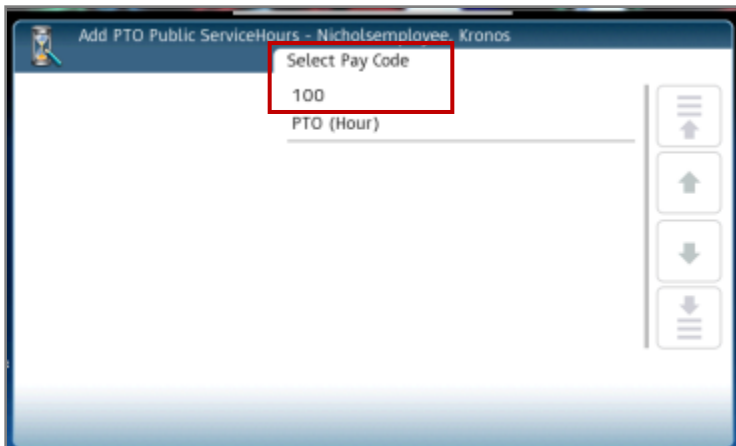
- Tap *Add Pay Code*



- There will be a prompt *Use your.badge* (see screen shot)

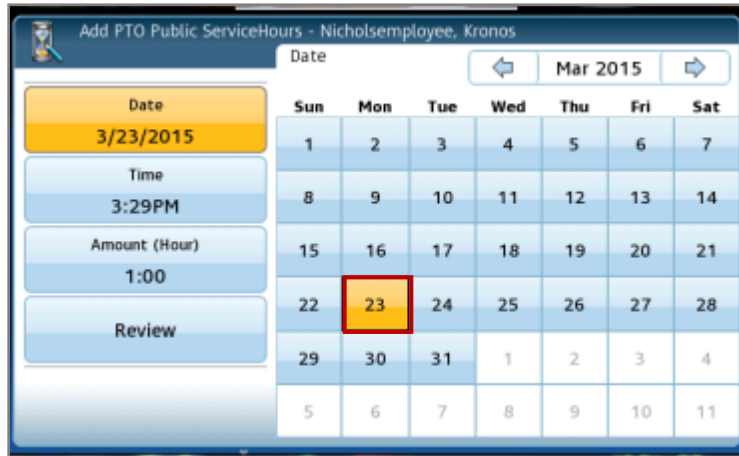


- Tap the “PTO (Hour)” area

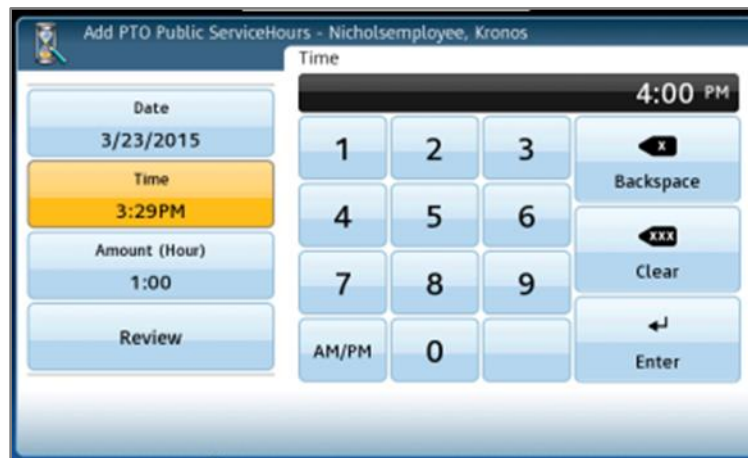




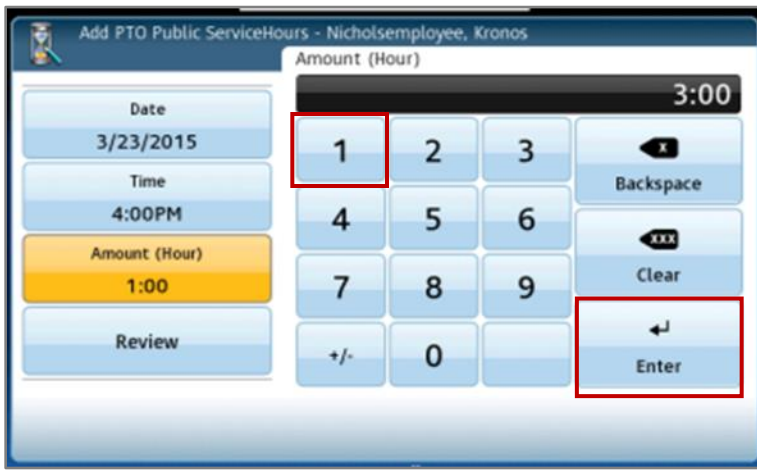
- Tap the date with short hours
 - PTO can be added any time in the same pay period for short hours



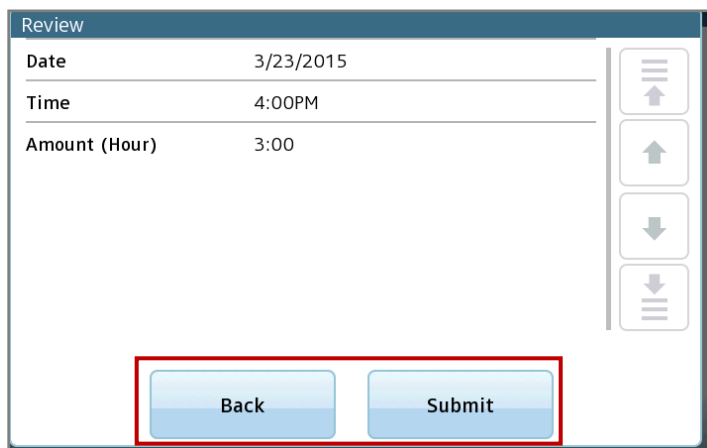
- Enter the time the PTO will begin
 - If leaving early, use out punch time
 - If coming in late, use scheduled start time
- Tab “AM/PM”
 - For example, tap “4” = 4.00 or 4, 3, 0 = 4:30



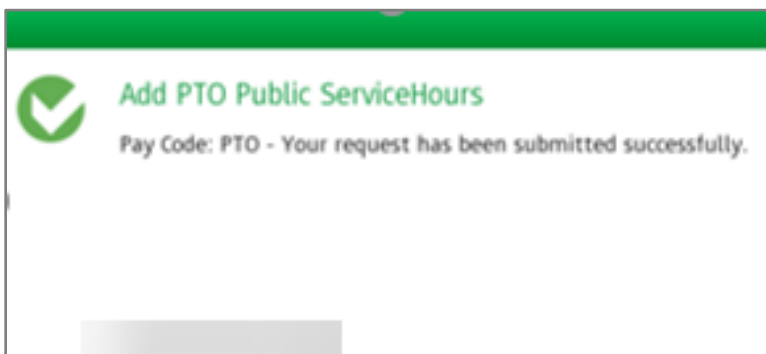
- Tap the amount of hours needed to make up the missed time
- Tap *Enter*



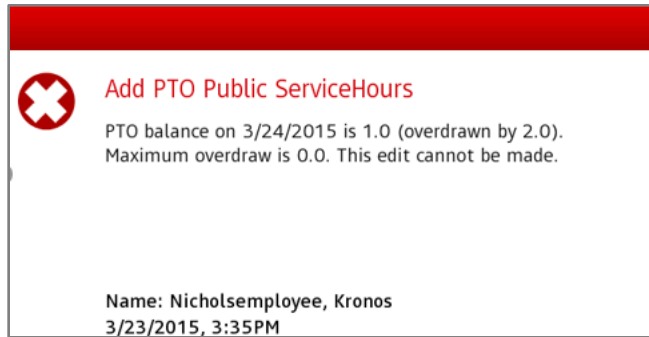
- Review entered time, if correct, *Submit*
 - If incorrect, select *Back* to correct before submitting



- Request displayed below shows the request is submitted successfully



- PTO cannot exceed the available balance of PTO
 - Overdrafts will generate an error message



Viewing Total Time Worked from the In-Touch Time Clock

- Tap the *Home* key to return to the menu



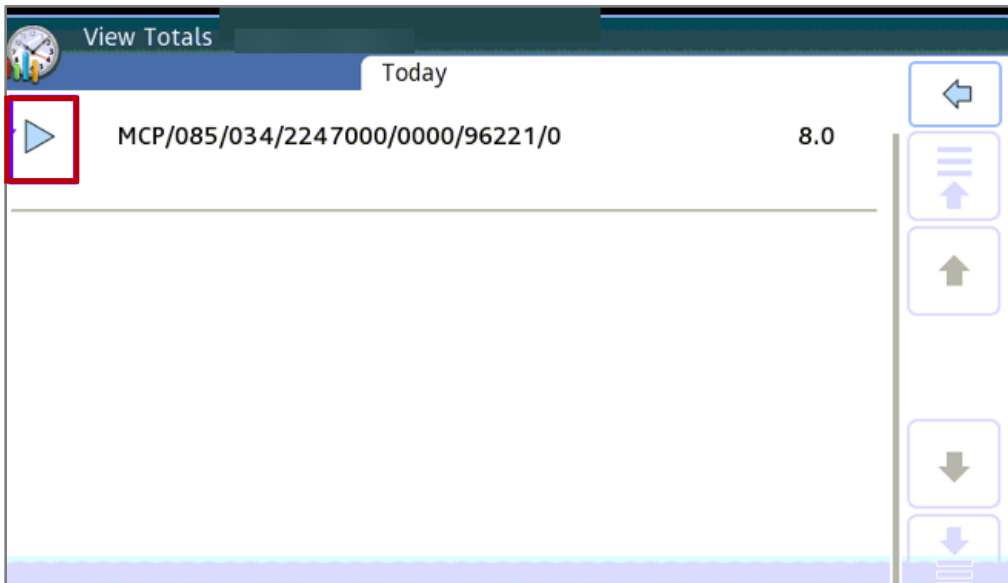
- Tap *View Totals* from the main screen



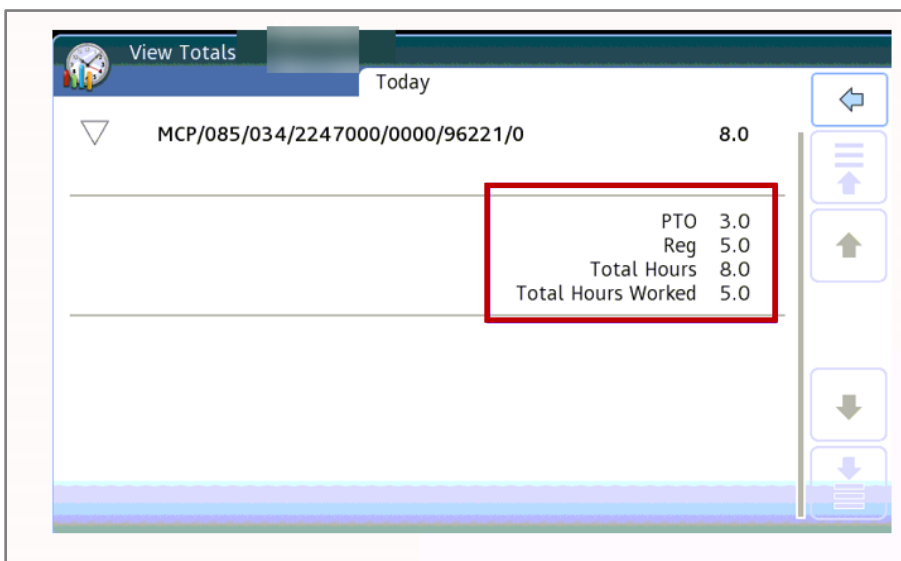
- This screen shows the department and job number being charged
 - *Department Number* is 2247000, *Position Code* is 96221



- Double tap the arrow to display total hours



- Worked time and/or PTO for the day is displayed



- Tap the *Home* key on the time clock to log out of the system





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