

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)
 - \circ $\,$ Other exceptions include missed punch, unexcused absence, short hours
 - o See timekeeper/manager if an exception is unfamiliar
 - \circ Double tap any day with the \triangle to view the exception

1								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	15	16	17	18	19	20	21	
		A 5.0	8.0	A 7.0	8.0	8.0	A	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	22	23	24	25	26	27	28	
		3.0	A	A 6.25	8.0			
	-		_					

Examples of time card exceptions

• Tuesday, 3/24 indicates an Unexcused Absence

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- 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
 - o An unexcused tardy will be counted as an attendance occurrence
 - See manager/timekeeper for questions

Mon 3/23	PTO 3.0	
	Daily Total: 3.0	
Tue 3/24	Unexcused Absence	
Wed 3/25	8:44AM 3:30PM E Late In Shift Total: 6.25	•
	Daily Total: 6.25	
Thu 3/26	7:00AM 3:30PM Shift Total: 8.0	
		Close

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

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



• Tap the "PTO (Hour)" area





• Tap the date with short hours

o PTO can be added any time in the same pay period for short hours

Add PTO Public ServiceH	ours - Nie	cholsemp	loyee, K	ronos			
	Date		((Mar 2	015	⊳
Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat
3/23/2015	1	2	3	4	5	6	7
Time 3:29PM	8	9	10	11	12	13	14
Amount (Hour)	15	16	17	18	19	20	21
Beview	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11

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

Date				4:00
3/23/2015	1	2	3	•
Time		_		Backspace
3:29PM	4	5	6	
Amount (Hour)				* ***
1:00	7	8	9	Clear
Deview				لم
Review	AM/PM	0		Enter

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

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Date				3:
3/23/2015	1	2	3	
Time				Backspace
4:00PM	4	5	6	-
Amount (Hour)				
1:00	7	8	9	Clear
Review				4
	+/-	0		Enter

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

Review		
Date	3/23/2015	
Time	4:00PM	
Amount (Hour)	3:00	
	Back Submit	

• Request displayed below shows the request is submitted successfully







- PTO cannot exceed the available balance of PTO
 - o 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

✓ MCP/085/034/2247000/	0000/96221/0	8.0	
	Total H Total Hours Wo	PTO 3.0 Reg 5.0 Jours 8.0 Irked 5.0	

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



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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