






## Using the Kronos InTouch Time Clock

InTouch time clocks have a touch screen. Please **DO NOT** push on the touch screen. The following buttons and icons will help you navigate on the InTouch clocks.

-  The Home Button returns you to the primary Home screen; it is the **ONLY** button on the clock that you will physically press
-  The maintenance button is for authorized personnel; please **DO NOT** use this button
-  OR  The arrow icons scroll through the punch icons on the Home screens
-  The screen indicator icon indicates which home screen you are on



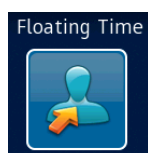
### Punching Your Time

- Tap **Clock IN**
  - To transfer, use the instructions below
- swipe your badge with the barcode facing away from you
- Do **NOT** transfer time at the clock if you're punching a scheduled transfer
- If you're working in your scheduled department or pay code, do not enter a BU Department even if you're prompted to



### Transferring at the Clock

Scroll through the home screens until you find the transfer icon you need. **The clock you use may have different transfer icons than the ones shown here.** If you still don't see what you need, punch your time but then work with your manager and timekeeper/scheduler to make sure your timecard gets the correct information put in.

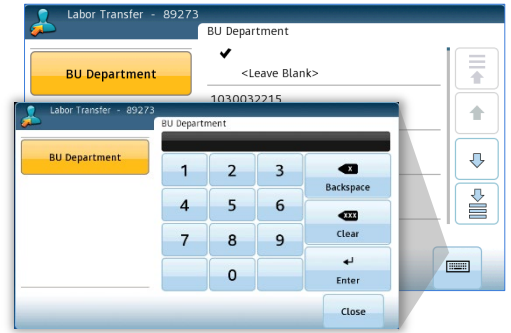


**Floating Time:** Use this **ONLY** if you are working an **unscheduled** shift in another department.

- Tap the **Floating Time** icon
- Swipe your badge when prompted

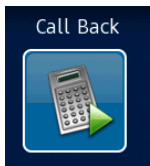
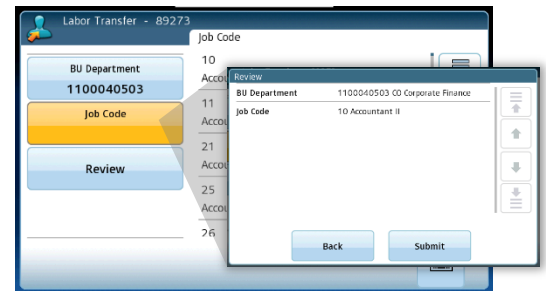
• **If you're transferring departments:**

- Tap the **BU Department** button
- Use the up and down arrows on the right to scroll to the BU Department number and press ENTER OR
- Tap the keyboard icon in the lower right corner and enter the BU Department number (all ten digits)
- Press **Enter**
  - If an invalid BU Department is entered, you'll get an error message



• **If you're transferring to a secondary job code:**

- Tap the **Job Code** button
- Use the arrows or keyboard to enter the job code and press **Enter**
- Once you've entered your transfer type, verify your transfer:
  - Tap the **Review** button
  - Verify you have entered the correct BU Department and/or Job Code
  - Press **Submit** if it's correct
  - If incorrect, tap Back and re-enter the correct information



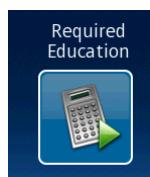
**Call Back:** If you are approved for differentials and you are on-call or called-off but then asked to return to work, use this icon.

- Tap the Call Back icon
- Swipe your badge when prompted
- If you are working in your home department, tap Review then Submit
- If you are working an **unscheduled** transfer, enter the BU Department and/or job code as above, tap Review, then Submit



**Continuing Education:** Use this icon for continuing education shifts.

- Tap the Continuing Education icon
- Swipe your badge when prompted
- If you are attending for your home department, tap Review then Submit
- If the class is for an **unscheduled** transfer, enter the BU Department and/or job code as above, tap Review, then Submit



**Required Education:** Use this icon for required education shifts.

- Tap the Required Education icon
- Swipe your badge when prompted
- If you are attending for your home department, tap Review then Submit
- If the class is for an **unscheduled** transfer, enter the BU Department and/or job code as above, tap Review, then Submit

## End Activity



**End Activity:** If you have transferred to another department or job code and want to end that activity but continue working in your home department.

- Tap the End Activity icon
- Swipe your badge when prompted
- ***This does NOT punch you out***, it just ends labor or work rule transfers on your current shift

## Punching Out

At the end of the shift, tap **Clock OUT** and swipe your badge with the barcode facing away from you. Whatever type of shift you were working will end.