



Kronos Terminals

“At Your Service”



Kronos Basics

- Punch Apps
 - **Standard Punch**
 - **Public Safety Punch**
 - PBA and IAFF bargaining unit employees only



Which Are You?

- **Non-Exempt Employee**

- Hourly
- Eligible for overtime pay

- **Exempt Employee**

- Salaried
- Not eligible for overtime pay

Recording a Punch



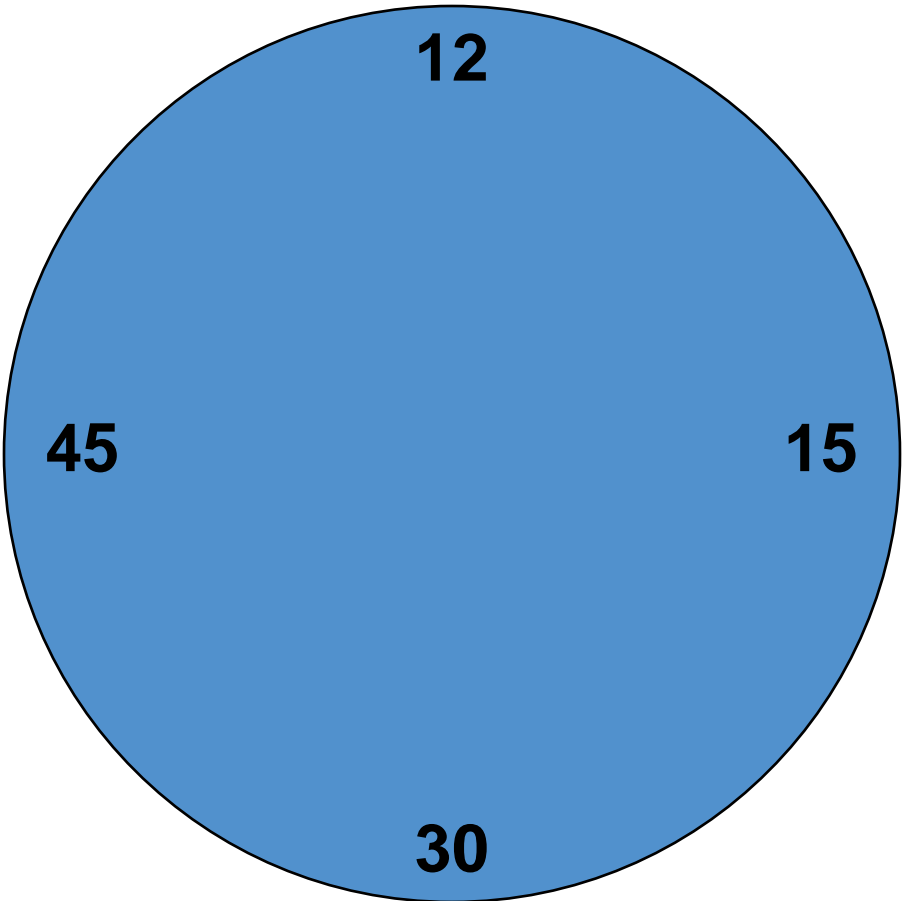
Employee Group	Method	Punch App	Punch Time
PBA and IAFF represented employees	Kronos Terminal	Public Safety Punch	One (1) punch per day between scheduled start time and end time
Exempt employees	Kronos Terminal	Standard Punch	One (1) punch per day between scheduled start time and end time
	Kronos Time Stamp website	Record Timestamp	
Non-exempt employees	Kronos Terminal	Standard Punch	Beginning of each shift *Beginning of each meal break
	Kronos Time Stamp website	Record Timestamp	*Ending of each meal break Ending of each shift

*Depending on business necessity, some non-exempt employees will not be required to punch in/out for meal breaks.

Employees who forget a punch will immediately notify their supervisor to enter their time rather than punching in late.

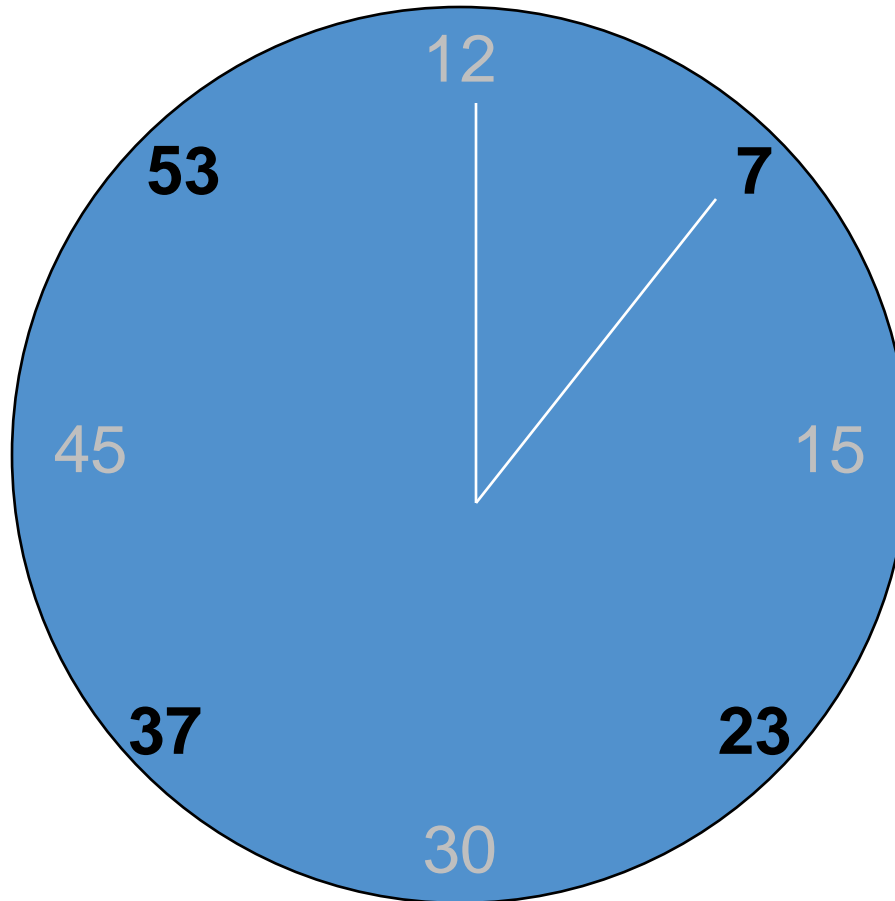
7 Minute Rounding Rule for Non-Exempt Employees

(based off your base Kronos schedule)



7:00am Start Time Example

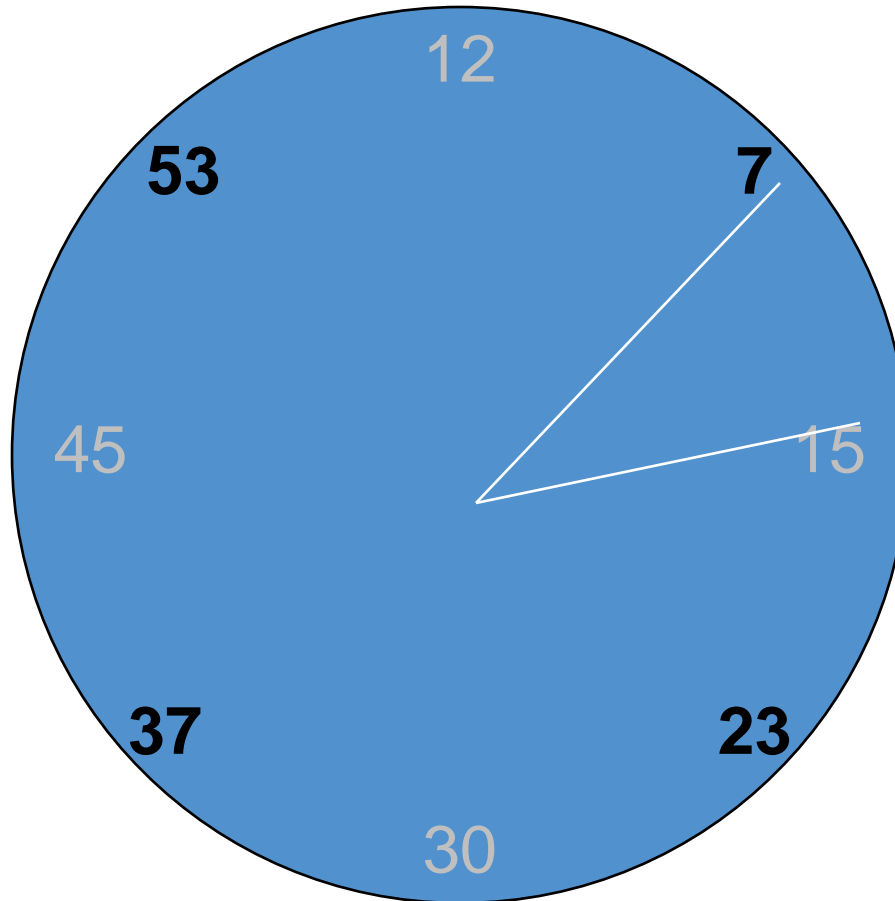
Punch in 7:00-7:07am – Pays from 7:00am



Note:
Punching in 1-
minute late or later
is considered
late/tardy.

7:00am Start Time Example

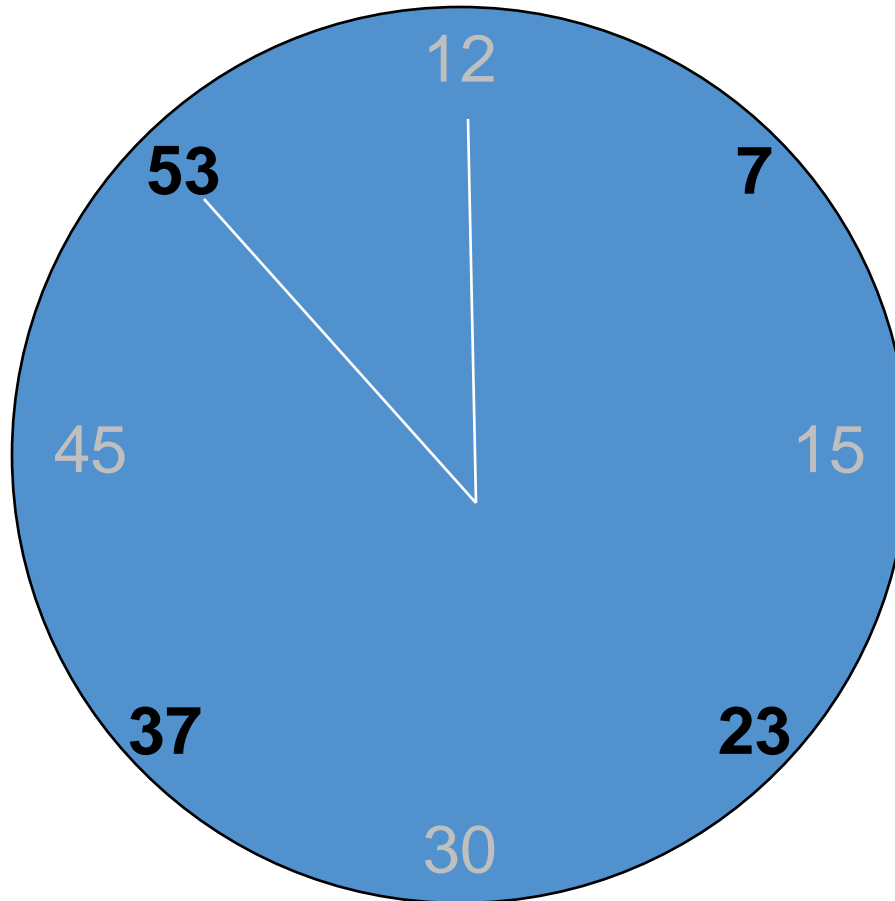
Punch in 7:08-7:14am – Pays from 7:15am



Note:
Really late/tardy.

7:00am Start Time Example

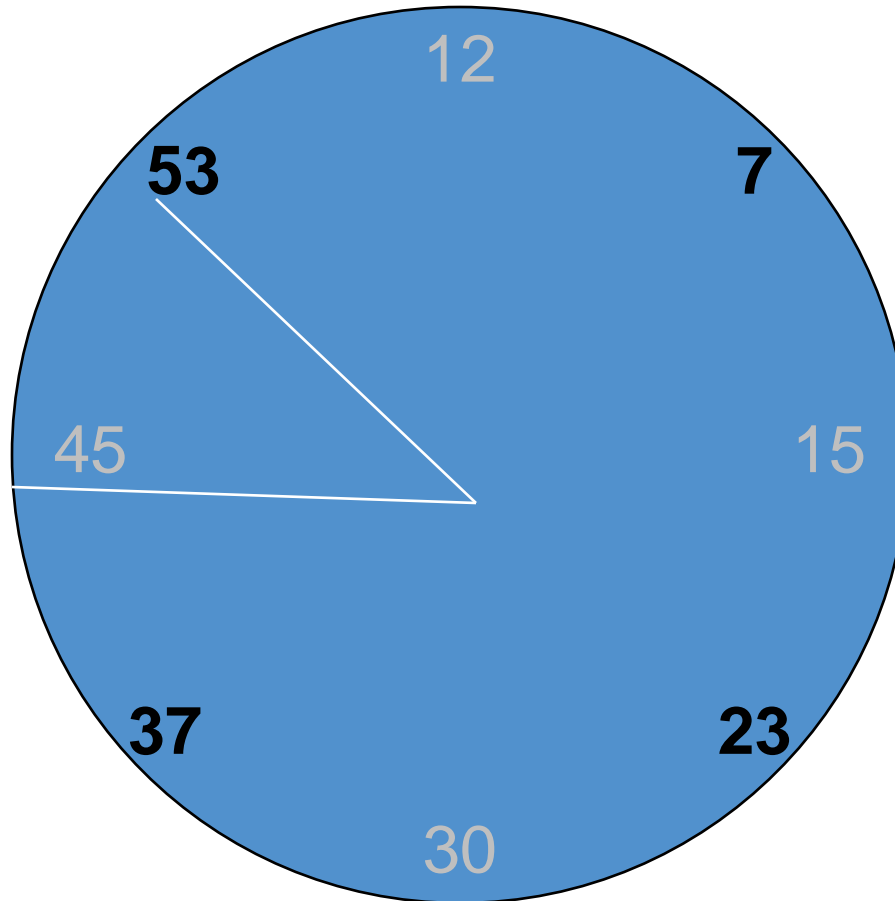
Punch in 6:53-7:00am – Pays from 7:00am



Note:
Ideal time to
punch in.

7:00am Start Time Example


Punch in 6:44-6:52am – Pays from 6:45am



Note: Potential overtime issue. Employees shall not punch and/or work outside their schedule unless pre-approved by their supervisor.

Kronos Basics

- How will My Privacy be Protected?
 - Employee ID Number



Kronos Terminal
“At Your Service” Employee Card

Name: _____

Employee ID #: _____

Kronos Basics

- How will My Privacy be Protected?
 - Employee ID Number
 - Biometrics
- Biometrics definition (*Merriam-Webster dictionary*)
 -analysis of unique physical characteristics..... as a means of verifying personal identity



Kronos Basics

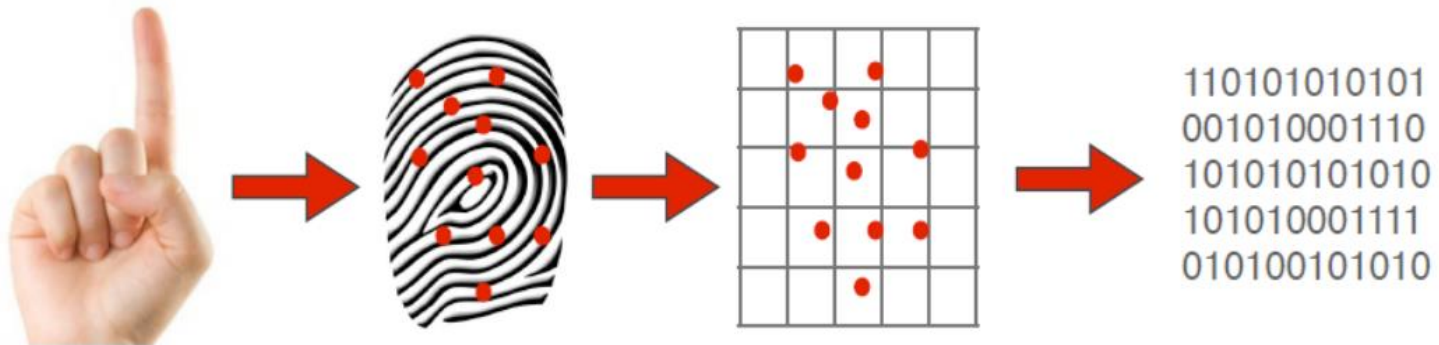
- Biometrics



Privacy

- Does **NOT** collect or store fingerprints
- Saves a numerical code for an employee's finger

Biometrics Conversion



Kronos only Stores Numbers in Memory

```
110101010101  
001010001110  
101010101010  
101010001111  
010100101010
```

Navigating the Terminal

Touch Enabled



Indicator Lights

Green indicates a successful terminal action

Red indicates the terminal did not recognize an action

Yellow indicates power issue



Sensor/Guide Details

- Sensor is a not a button
- Finger Placement
 1. Lock
 2. Drop (*lightly*)
 3. Hold



Scroll Left or Right to Locate Additional Apps



“At Your Service” Apps

- Standard/Public Safety Punch
- My Time Card
- My Schedule
- My Accruals
- Request Time Off
- My Messages



“At Your Service” Apps

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View your punches; reflects on your time card 2-5 minutes from time of punch

“At Your Service” Apps

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Reflects your base schedule

“At Your Service” Apps

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View accrued balances as of the last pay period

When available?

- Annual Leave
 - 6 months
- Sick Leave
 - 3 months

“At Your Service” Apps

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Annual, Earned
Personal, Sick,
etc.

“At Your Service” Apps

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Also used to cancel a request the manager has approved

“At Your Service” Apps

- Standard/Public Safety Punch
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- Request Time Off
- My Messages



Message available when a Manager approvals or denies a time off request

Home Button – Use to Exit/Escape a Screen





**Remember
Your Daily
Punch(es)**