

InTouch Terminal - Using the InTouch

View Punches

1. On the screen, tap the View Punches soft key.
2. On the View Punches Screen, enter your badge number or swipe your card.
3. Enter your four digit pin number (last four digits of your SS#).
4. On the View Punches screen review your punch information.



5. Select the Home Key to return the main screen.

View Accrual Balances

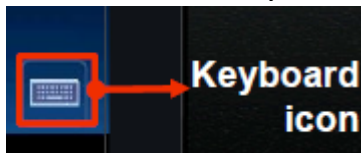
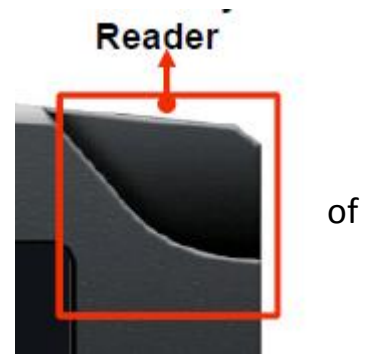
1. On the screen, tap the View Accrual Balances soft key.
2. Enter your badge number or swipe your card.
3. Enter your four digit pin number (last four digits of your SS#).
4. On the View Accruals screen, view your accrual data.



5. Select the Home Key to return the main screen.

Punch In/Out

1. Swipe your Kronos Badge through the reader on the right side of the clock.
2. To enter manually, on the screen, Tap the Keyboard Icon



3. Enter the badge number that has been assigned to you.
4. A green indicator light will flash in the top right corner to show that your punch was

Indicator Lights



accepted: . (If red, see error messages below.)

Common Error Messages

Error 01-1: Error reading badge

What to do:
You may not have swiped properly. Try again, following the steps above. If you get the same message, see your Supervisor.

Error 04-1: Rejected

What to do:
You have already successfully swiped, or—if you are attempting to enter another punch—not enough time has elapsed since entering the previous punch. Wait a moment or two, then try again.