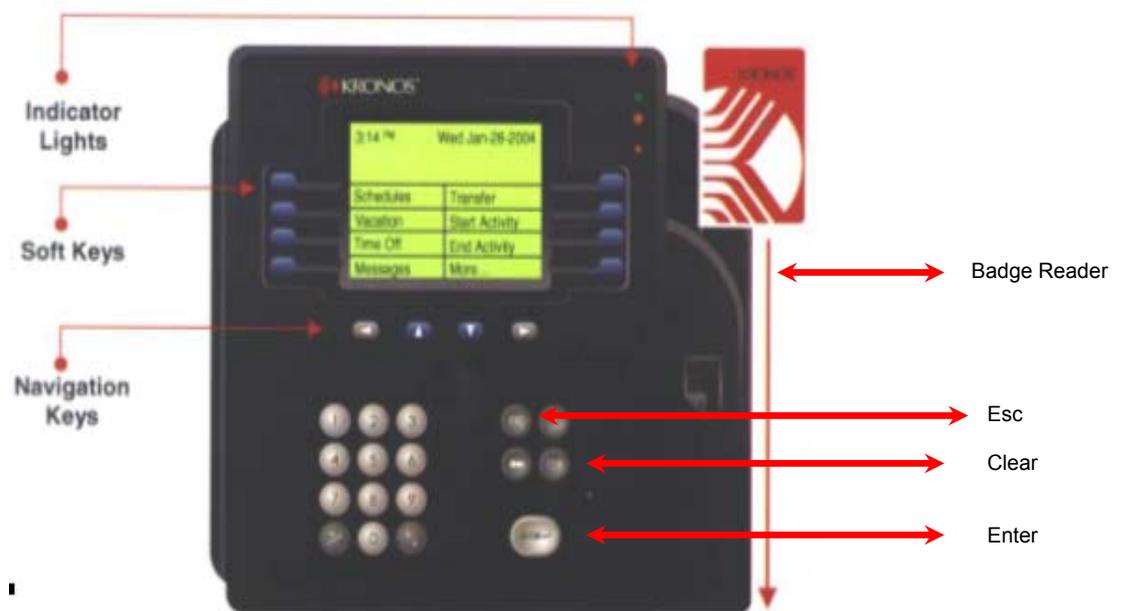


# KRONOS

## CLOCK INSTRUCTIONS

The terminal reads the bar code information located on the back of your employee badge. The six-digit number located below the barcode is your employee identification number and will be needed for the KRONOS system.



### How to Punch In or Out

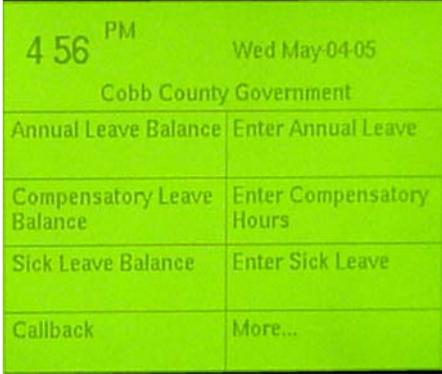
1. Insert the badge in the badge reader slot so that your picture is facing you.
2. Swipe the badge through the reader from top to bottom. **(it is not necessary to indicate whether you are badging in or out)**

*If the punch is successful, the top status light flashes green and you hear a single beep. If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.*

**Note:** Your punch may be rejected if the clock is not programmed to accept your punches. Your supervisor and/or department personnel representative can advise you which clocks have been programmed to accept your punches.

## **How to Check or Enter/Use Leave**

The blue soft keys are used to check leave or comp balances and enter/use accrued leave or comp hours. The balances are current including any leave entered for current pay period. You can enter future leave hours into the system 30 days in advance.



The image shows a terminal screen with a green background. At the top left, it displays '4 56 PM' and 'Wed May 04 05'. Below this, it says 'Cobb County Government'. The screen is divided into four rows, each with two columns of text. The first row shows 'Annual Leave Balance' and 'Enter Annual Leave'. The second row shows 'Compensatory Leave Balance' and 'Enter Compensatory Hours'. The third row shows 'Sick Leave Balance' and 'Enter Sick Leave'. The fourth row shows 'Callback' and 'More...'.

4 56 PM	Wed May 04 05
Cobb County Government	
Annual Leave Balance	Enter Annual Leave
Compensatory Leave Balance	Enter Compensatory Hours
Sick Leave Balance	Enter Sick Leave
Callback	More...

To check leave balances:

1. Press the appropriate soft key (blue button) that you want to use.
2. Swipe your badge through the badge reader. Your leave balance will display on the screen.

*If the punch is successful, the top status light flashes green and you hear a single beep. If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.*

To enter/use accrued leave hours (check balances before you enter):

1. Press the appropriate soft key (blue button) that you want to use.
2. Use the keypad to edit the date (set to display current date).
3. To accept information, press Enter or use the navigation keys.
4. Use the keypad to edit hours (set to display 8.0 hours).
5. To accept information, press Enter or use the navigation keys.
6. To enter your badge, swipe your badge through the badge reader.

*If the punch is successful, the top status light flashes green and you hear a single beep. If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.*

### **To use the Callback function:**

1. Press the appropriate soft key (blue button) that you want to use.
2. Swipe your badge through the badge reader.

***The More.. function is for Specialty Codes for Public Safety employees use only.***

# SPECIALTY CODES

## How to enter Specialty Codes (for Public Safety employees use only)



Select the **MORE** soft key (blue button) at bottom right hand corner on the main menu screen. This will take you to the second screen with the following options:

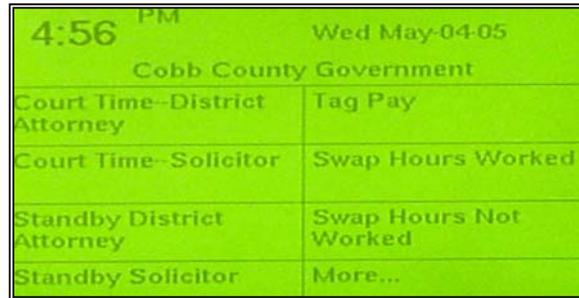
4:56 PM Wed May-04-05	
Cobb County Government	
Court Time-District Attorney	Tag Pay
Court Time-Solicitor	Swap Hours Worked
Standby District Attorney	Swap Hours Not Worked
Standby Solicitor	More...

1. Press the appropriate soft key (blue button) that you want to use.
2. Use the key pad to edit date if necessary
3. Swipe your Badge (system will define hours)

To badge out of “court time”, simply swipe your badge. However, if you are going to begin or continue a shift that should be charged to your department, perform the following procedures:

1. From main menu, select the **MORE** soft key (blue button) then from second menu select **MORE** soft key (blue button) again.
2. In upper left hand corner select soft key (blue button) which reads **End Activity and Continue Working**.
3. Swipe Badge

## For Swap Hours Worked or Swap Hours Not Worked



The screenshot shows a terminal window with a green background. At the top left, it displays '4:56 PM' and at the top right, 'Wed May-04-05'. Below this is the text 'Cobb County Government'. The main content is a menu with two columns. The first column lists job categories: 'Court Time-District Attorney', 'Court Time-Solicitor', 'Standby District Attorney', and 'Standby Solicitor'. The second column lists the corresponding actions: 'Tag Pay', 'Swap Hours Worked', 'Swap Hours Not Worked', and 'More...'. Each row is separated by a horizontal line.

4:56 PM Wed May-04-05	
Cobb County Government	
Court Time-District Attorney	Tag Pay
Court Time-Solicitor	Swap Hours Worked
Standby District Attorney	Swap Hours Not Worked
Standby Solicitor	More...

1. Press the appropriate soft key (blue button) that you want to use.
2. Use the key pad to edit date if necessary. (system will default to current date)
3. Use navigation keys to move down to next entry.
4. Using key pad enter desired hours.
5. Use navigation keys to move down to next entry.
6. To enter badge number you may either swipe badge or enter badge number.

*If the punch is successful, the top status light flashes green and you hear a single beep. If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.*

**NOTE: The Clear button clears data entered while the Esc button brings you back to main menu.**