

## USING THE KRONOS TERMINAL

### Classified Staff

This document will detail some of the common tasks that can be performed at the Kronos Terminal. To select a function, press the blue button next to the option (the screen itself is not a “touch screen”).

9:00 AM	Mar 14, 2008
Main Elementary School	
View My Timecard	
Request Time Off	
View Status	
Job Transfer	

### 1. Punching in or out

To sign in at the beginning of your work day or out at the end of your work day, an employee can select one of two options;

- A) Use the numeric keypad to punch in their 5-digit Munis ID Number (located on your paper time sheet or pay stub) and press the “Enter” key, OR
- B) If you have a new CMCSS ID Badge, you can slide the card (photo facing the wall, card turned vertically with bar code nearest the machine) to enter your punch. If you slide your card, it is not necessary to press the “Enter” key.

When prompted, place your finger on the scan pad to verify identification.

The display screen on the terminal will display “**Accepted**” with your name, date, and time for a successful punch, or “**Rejected**” and an error code for an unsuccessful entry.

### 2. View Timecard

If you would like to view your employee time card, press the “View My Timecard” button and enter your employee ID. Once you have successfully signed in, select the time period that you wish to view (Previous Pay Period, Last Week, etc.) and press the appropriate button. Your punches for that period will be displayed on the screen (use the arrow keys to scroll up and down).

### **3. Requesting Time Off**

To request time off (personal leave, sick leave, annual leave, comp time, etc.) at the terminal:

1. **Press the “Request Time Off” key at the terminal.** You will be prompted to enter your Munis ID, either by punching your 5-digit number or sliding your badge in the reader. Your current accrual amounts will display on the screen, along with a number of entry fields.
2. **Click the down arrow or “Enter” key to skip the “Comment” field.**
3. **In the “Leave Type” field, enter the accrual code using the numbers next to the Accruals, enter the number of the Accrual you would like to request time for (i.e. ‘2’ for Annual, ‘3’ for Sick Leave, etc.) and click “Enter”.**
4. **In the “From Date (M.dd.yyyy)” field, enter the start date of your requested time off, using periods to separate month, day, and year (i.e. March 1, 2008 would be listed as ‘03.01.2008’; remember to use leading zeroes) and click “Enter”.**
5. **In the “To Date (M.dd.yyyy)” field, enter the end date of your requested time off, using periods to separate month, day, and year and click “Enter”.**
6. **In the “Hrs/Day (00.00) field”, enter the hours per day that you will be taking off.** This will usually be the number of hours you work per day, listed in the format ‘HH.MM’. For instance, if you typically work a 7.5 hour day, you would enter ‘07.50’. **Click “Enter”.**
7. **Click the down arrow to select “Add Another” to enter another (separate) request, or click the down arrow again to select “Submit” and click “Enter”.** Once you click “Submit”, a summary screen will display on the screen. Once you have reviewed the screen, press the ‘ESC’ key to return to the main screen. A notification will be sent to you and your supervisor with the details of your request. At this point, your supervisor will either Approve or Reject your request, and an email will be sent to the employee with the results.

### **4. View Status**

If you would like to see whether you are punched in for the day, select the View Status button and enter your 5-digit Munis ID number using the keypad or the Employee Badge.