

# Kennesaw State University

## Kronos Time Clock Operations

### Starting a Shift “Punching In”

To Punch In, you will swipe your ID card through the card reader on the right-hand side of the Kronos Time Clock.

1. Hold the card so that the magnetic strip faces to the back.
2. Swipe the card through the reader from the top to the bottom.
3. A green light indicates that the card has been read, the punch recorded and the employee name will be displayed.

### Ending a Shift “Punching Out”

To Punch Out, you will swipe your ID card through the card reader on the right-hand side of the Kronos Time Clock.

1. Hold the card so that the magnetic strip faces to the back.
2. Swipe the card through the reader from the top to the bottom.
3. A green light indicates that the card has been read, the punch recorded and the employee name will be displayed.

**Note:** The Kronos Time Clock alternates between recording swipes as Punch In and Punch Out. The first time a card is swiped, the device records a Punch In; the next swipe will be recorded as a Punch Out.

### View Punch Status

Use the View Punch Status transaction to see whether your last punch was an in or out punch, date and time of your last punch, and how long ago that punch was made.

1. Press the view punch status key.
2. Hold the card so that the magnetic strip faces to the back.
3. Swipe the card through the reader from the top to the bottom.

### View Accruals

Use the View Accruals Online transaction to view current totals of accrued time, such as vacation, personal, and sick time. The totals appear in alphabetical order by accrual code name; they reflect the totals as of the time the transaction is performed.

1. Press the view accruals key.
2. Hold the card so that the magnetic strip faces to the back.
3. Swipe the card through the reader from the top to the bottom.

### View Totals

Use the View Totals transaction to display totals of hours worked. This transaction allows you to view accrued information, such as vacation time, sick time and hours worked for the current pay period.

1. Press the view totals key.
2. Hold the card so that the magnetic strip faces to the back.
3. Swipe the card through the reader from the top to the bottom.

If you need any assistance with using Kronos Time Clock, contact the Service Desk either by phone at extension 6999, or by email at [service@kennesaw.edu](mailto:service@kennesaw.edu).