

Using the 4500 Time Clock

Note: If you are using the new InTouch timeclock, please see the [Using the InTouch Time Clock](#) job aid.

Punching Your Time

According to policy, caregivers are responsible for making sure their time is recorded correctly.

Punching In

- Press the **Clock In** soft key (scroll to bottom for more information about soft keys)
- Swipe your badge

Note: Always swipe your badge with the barcode facing away from you

- Verify your punch has been created
- If you need to transfer your time at the clock, please follow the directions below

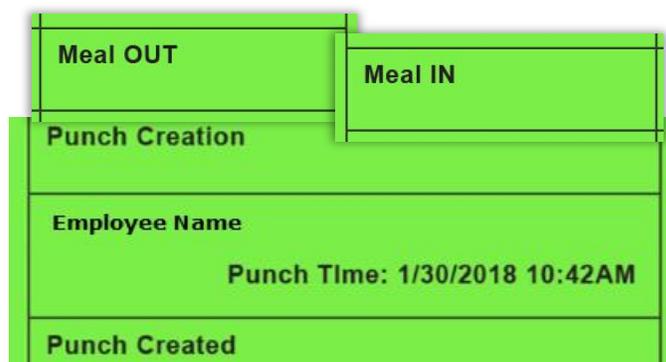


Punching a Meal: Per policy, if you leave campus you must punch out when you leave and punch back in when you return. To punch a meal break:

- Press the **Meal Out** soft key
- Swipe your badge to punch out
- Verify your punch has been created

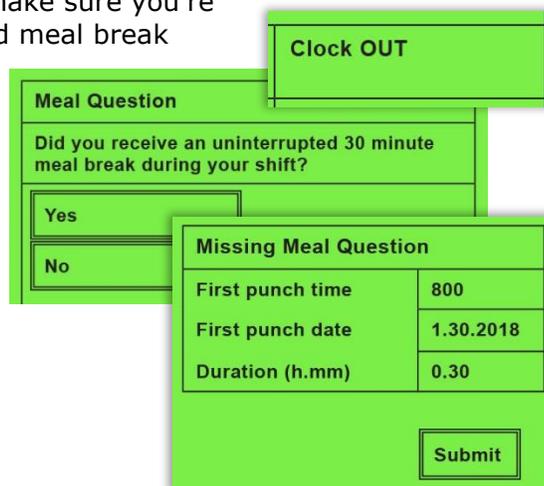
When you return:

- Press the **Meal In** soft key
- Swipe your badge to punch in
- Verify your punch has been created



Punching Out and Documenting your Meal Break: Caregivers are encouraged to take an uninterrupted 30-minute meal break each shift. If you don't get an uninterrupted meal break, you should be paid because you worked during that time. To help make sure you're being paid correctly, you'll be asked if you had an uninterrupted meal break when you punch out. To punch out and document if you had a meal break or not:

- Press the **Clock Out** soft key
- Swipe your badge
- A new window with question(s) about your meal break will open; press the soft key next to your answer
- Use the arrow and number keys to submit additional information **if requested**
- Press Enter
- Verify your punch has been accepted



Whatever type of shift you are working will end when you press enter.

Punch Created
 Missing Meal Question: Yes
 1/30/2018 8:00 AM, 1/30/2018 8:30AM

Missing Punch Notification at the clock

If you have a missing punch, you will be notified the next time you punch. **These notifications are on the same screen as your punch verification.** You may also receive an email if you have missing punches that haven't been fixed.

If you have a missing punch, sign into Kronos, either on a computer or your mobile device, to request that the punch be fixed. Instructions for submitting these requests are posted on the [Caregiver Resources](#) page of our website.

Punch Creation	
Employee Name	Punch Time: 1/30/2018 10:42AM
Punch Created	
ALERT! You have a missing punch or a submitted punch that has not been approved.	

Transferring (Floating) at the Clock

There are a few general rules when transferring time, shifts, or job codes at a time clock. They are:

- Do **NOT** float time at the clock if the transfer is in your schedule
- If a field is left blank, it automatically defaults to your home or scheduled BU

Transferring Shift Types at the Clock

Examples of other shift types include Call Back, Temp Lead, Continuing Education, etc. If you don't see the option you need on the first screen, press the More... soft key. If you still don't see what you need, punch your time but then work with your manager and timekeeper to make sure your timecard gets the corrected.

To punch in using a soft key:

- Press the soft key next to the type of shift you will be working
- If you're transferring to a different department, enter the Department number or press List and to scroll to the number you need
- Press  or **Enter**
- If you aren't transferring to a different department just press  or **Enter**
- If you are floating to a different job, enter the job code on the next line and press  or **Enter**
- If you aren't transferring to a different job code just press  or **Enter**
- To enter your badge number on the next line, swipe your badge
- Verify your punch has been accepted

Start Work Rule Transfer	
BU Department	1100040509
Job Code	4363
Enter Badge ID	<input type="text"/>
List ->	

Transferring Time at the Clock:

Use this **ONLY** if you are working an unscheduled shift in another department

- Press the Floating Time soft key
- If you're transferring to a different department, enter the Department number or press List and to scroll to the number you need
- Press ENTER  or **Enter**
- If you aren't transferring to a different department just press  or **Enter**
- If you're floating to a different job, enter the job code on the next line and press  or **Enter**
- If you aren't transferring to a different job code just press  or **Enter** 

Labor Transfer	
BU Department	1100040502
Job Code	4363
Enter Badge ID	<input type="text"/>
List ->	

- To enter your badge number on the next line, swipe your badge
- Verify your punch has been accepted

End Activity: If you have punched in using a soft key and want to end that activity (transfer, temp lead, continuing education, etc.) but continue working in your home department:

- Press the End Activity soft key
- Swipe your badge
- This does NOT punch you out, it only ends all job code or work rule transfers on your current shift

Using the Time Clock

Soft Keys: the blue keys to both sides of the screen are soft keys. They are called soft keys because what they do changes depending on what the screen shows.

Arrow Keys: the arrow keys are used to scroll through information on the screen. The up and down keys allow you to move from place to place on the screen; the left and right screen allow you to move left and right when you are entering information.

Number Keys: the number keys are used to enter department numbers, employee numbers, etc. depending on what you are prompted to enter.

Function Keys: these keys help you when entering information. Newer clocks use icons instead of words to explain what the keys do.

-  or **ESC:** the escape button will return you to the previous screen
-  The help button is not currently used at this time
-  or  The backspace button deletes the last character you entered
-  or **CLR:** The clear button clears everything that you've entered into a field
-  or **Enter:** the enter button selects and enters your information



Using the InTouch Time Clock

Note: If you are using an older timeclock, please see the [Using the 4500 Time Clock](#) job aid.

Punching Your Time

According to policy, caregivers are responsible for making sure their time is recorded correctly.

Punching In

- Tap the **Clock In** icon
- Swipe your badge

Note: Always swipe your badge with the barcode facing away from you

- Verify your punch has been accepted
- If you need to transfer your time or shift type at the clock, please follow the directions below



Punching a Meal: Per policy, if you leave campus you must punch out when you leave and punch back in when you return. To punch a meal break:

- Tap the **Meal Out** icon
- Swipe your badge to punch out
- Verify your punch has been accepted

When you return:

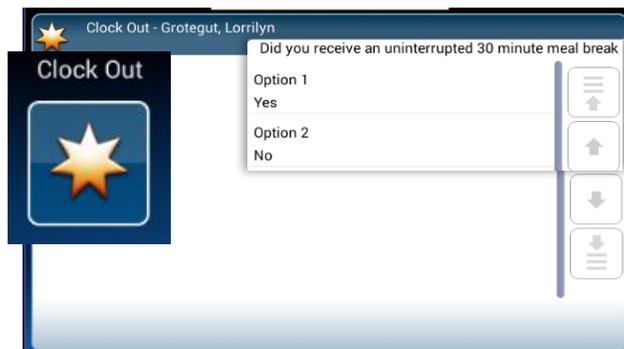
- Tap the **Meal In** icon
- Swipe your badge to punch in
- Verify your punch has been accepted



Punching Out and Documenting your Meal Break: Caregivers are encouraged to take an uninterrupted 30-minute meal break each shift. If you don't get an uninterrupted meal break, you should be paid because you worked during that time. To help make sure you're being paid correctly, you'll be asked if you had an uninterrupted meal break when you punch out. To punch out and document if you had a meal break or not:

- Tap the **Clock Out** icon
- Swipe your badge
- A new window with question(s) about your meal break will open; tap your answer and enter additional information if requested
- Tap Enter
- Verify your punch has been accepted

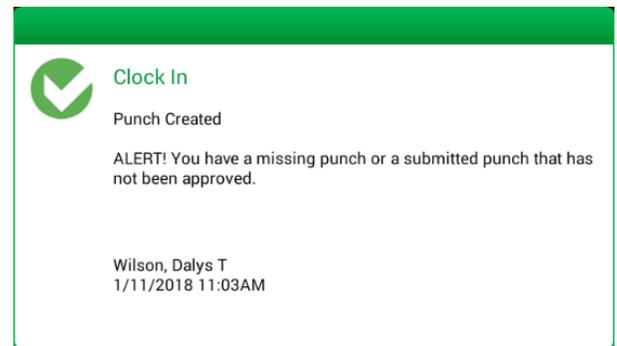
Whatever type of shift you are working will end when you press enter.



Missing Punch Notification at the clock

If you have a missing punch, you will be notified the next time you punch. **These notifications are on the same screen as your punch verification.** You may also receive an email if you have missing punches that haven't been fixed.

If you have a missing punch, sign into Kronos or Kronos Mobile to request that the punch be fixed. Instructions for submitting these requests are posted on the [Caregiver Resources](#) page of our website.



Transferring at the Clock

There are a few general rules when punching time at a time clock. They are:

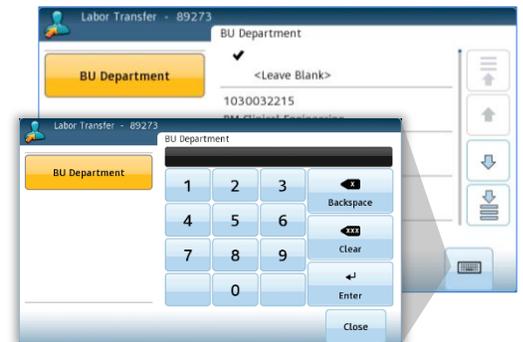
- Do **NOT** float time at the clock if the transfer is in your schedule
- If a field is left blank, it automatically defaults to your home or scheduled BU Department; this means that you do not need to enter a BU Department even if you are prompted to enter one **IF** you are working in your scheduled department

When you need to punch in for a shift other than a regular scheduled shift, you will use the clock icons to show what kind of a shift it is. Examples of some of the other shift types include Call Back, Temp Lead, Temp Supervisor, Continuing Education, Orientation, etc. If you don't see the option you need on the first screen, scroll to the second screen. If you don't see what you need, punch your time but then work with your manager and timekeeper/scheduler to submit a request to fix your timecard.

Floating Time: Use this **ONLY** if you are working an **unscheduled** shift in another department.



- Tap the Floating Time icon
- Swipe your badge when prompted
- **If you are transferring departments:**
 - Tap the BU Department button
 - Use the up and down arrows on the right to scroll to the BU Department number and press ENTER OR
 - Tap the keyboard icon in the lower right corner to enter the BU Department number (all ten digits) then press Enter
 - If an invalid BU Department is entered, you'll get an error
- **If you are transferring to a secondary job code:**
 - Tap the Job Code button
 - Use the arrows or keyboard to enter the job code and press ENTER
- **Verify your transfer:**
 - Tap the Review button
 - Verify you have entered the correct BU Department and/or Job Code
 - Press Submit if it's correct
 - If incorrect, tap Back and re-enter the correct information





Call Back: If you are approved for differentials and you are on-call or called-off but then asked to return to work, use this icon.

- Tap the Call Back icon
- Swipe your badge when prompted
- If you are working in your home department, tap Review then Submit
- If you are working an **unscheduled** transfer, enter the BU Department and/or job code as above, tap Review, then Submit



Continuing Education: Use this icon for continuing education shifts.

- Tap the Continuing Education icon
- Swipe your badge when prompted
- If you are attending for your home department, tap Review then Submit
- If the class is for an **unscheduled** transfer, enter the BU Department and/or job code as above, tap Review, then Submit



Required Education: Use this icon for required education shifts.

- Tap the Required Education icon
- Swipe your badge when prompted
- If you are attending for your home department, tap Review then Submit
- If the class is for an **unscheduled** transfer, enter the BU Department and/or job code as above, tap Review, then Submit



End Activity: If you have transferred to another department or job code and want to end that activity but continue working in your home department.

- Tap the End Activity icon
- Swipe your badge when prompted
- **This does NOT punch you out**, it just ends labor or work rule transfers on your current shift

Using the Time Clock

Please TAP the touch screen. Pushing on the screen can damage it.

The following buttons and icons will help you navigate the InTouch clocks.

-  The Home Button returns you to the primary Home screen; it is the **ONLY** button on the clock that you will physically press
-  The maintenance button is for authorized personnel; please Do NOT use this button
-  OR  The arrow icons scroll through the punch icons on the Home screens
-  The screen indicator icon indicates which home screen you are on

