

Kronos In Touch Employee Clock Procedures

1.

To make a selection, press the corresponding icon on the touch screen

Clocking In

1. Select Student/Non-Student Punch
2. Swipe Temple ID Card
3. Using the touch screen select the job assignment
4. Punch Status Indicated

Transfer

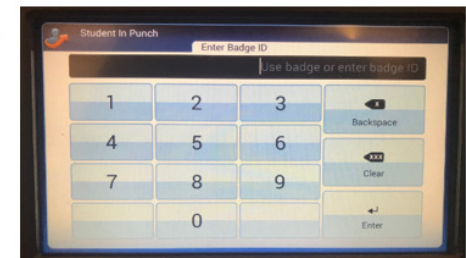
1. Select Student Transfer
2. Swipe Temple ID Card
3. Using the touch screen select the job assignment
4. Punch Status Indicated



Clocking Out

1. Select Student/Non Student Out Punch
2. Swipe Temple ID Card
3. -
4. Punch Status Indicated

2.



3.

