Kronos In Touch
Employee Clock Procedures

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