

# KRONOS 110 – Badge Reader Training - InTouch

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



## Welcome to KRONOS 110 – InTouch Badge Reader training session!

- Time Reporting Guidelines
- Your KRONOS InTouch Badge Reader
  - Clock In and Clock Out
  - Missed Meal Break
  - Call Back
  - Labor Transfer
  - Review Punches
  - Approve Timecard
  - End Activity
  - Request Time Off
  - Charge Nurse Pay
  - Temporary Float Pay
  - Nurse Preceptor Pay
  - View Timecard
  - View Schedules
  - View Benefit Balances
  - View Messages
- What Happens if My Punch is Rejected?
- Questions

 PATIENTS  
*are* FIRST

- As part of our ongoing commitment to **Patients are First** goals, KRONOS Workforce Central (WFC) assists UW Medicine:
- **Become the Employer of Choice** through employee and staff *empowerment*
- **Practice Fiscal Responsibility** through *accountability* and *compliance*

# Time Reporting Guidelines



- KRONOS Pay Period: Weekly
  - Monday to Sunday
- Day Divide: 12:00 AM
- Hours Belong to: Scheduled In-Day
- Majority of Hours to Scheduled In-Shift
- Automatic Meal Deduction
  - 1<sup>st</sup> meal after 5 hours
  - 2<sup>nd</sup> meal after 15 hours
  - 30 minutes or 60 minutes, part of employee pay rule
- Employee Approval by Noon Monday (Tuesday if Monday is Holiday)
- Manager Approval by 5:00 PM Monday (Tuesday if Monday is Holiday)

# Time Reporting Guidelines



- Information gathered through the badge reader is used in generating your pay check. It is expected that you are ready to work at the swipe-in time.
- Swiped time is rounded to the nearest 15-minute increment using the 7 minute rule at the beginning and at the end of the shift
  - If the employee swipes in up to 7 minutes before the time he/she is scheduled to start work, or up to 7 minutes after the scheduled start time, *KRONOS* rounds the swipe-in time to the scheduled shift starting time
  - If the employee swipes in 8 minutes after the scheduled start time, it will round to the later quarter hour and deduct 15 minutes of pay
- **LATE IS LATE - clocking in after your scheduled start time is late**

# Time Reporting Guidelines



- For example if a work schedule begins at 7:00 A.M.:
  - Employee swipes in at 6:53 A.M.- seven minutes early – *KRONOS* will round the swipe-in time to 7:00 A.M.
  - Employee swipes in at 6:52 A.M. – eight minutes early – *KRONOS* will round the swipe-in time to 6:45 A.M. An “early in” exception will appear for supervisor review. All overtime and/or adjusted work schedule has to be pre-approved by supervisor.
  - Employee swipes in at 7:07 A.M. – seven minutes late – *KRONOS* will round the swipe-in time to 7:00 A.M. Pay will not be docked but a “late in” exception will appear for supervisor review.
  - Employee swipes in at 7:08 A.M. – eight minutes late – *KRONOS* will round the swipe-in time to 7:15 A.M. The employee will lose 15 minutes of pay for that day. A “late in” exception will appear for supervisor review.

# Time Reporting Guidelines



- Causes for Disciplinary Action:
  - Swipe another employee's ID badge
  - Early arrival without pre-approval from Supervisor
  - Overtime without pre-approval from Supervisor
  - Excessive "late" arrivals

# Badge Reader shows time in actual minutes



**Conversion Table - Minutes to Decimal Hours**

Minutes	Hour/100	Minutes	Hour/100	Minutes	Hour/100	Minutes	Hour/100
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.84
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.89
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.94
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.99
15	0.25	30	0.50	45	0.75	60	1.00

**Conversion Table - Decimal Hours to Minutes**

Hour/100	Minutes	Hour/100	Minutes	Hour/100	Minutes	Hour/100	Minutes
0.01	1	0.26	16	0.51	31	0.76	46
0.02	1	0.27	16	0.52	31	0.77	46
0.03	2	0.28	17	0.53	32	0.78	47
0.04	2	0.29	17	0.54	32	0.79	47
0.05	3	0.30	18	0.55	33	0.80	48
0.06	4	0.31	19	0.56	34	0.81	49
0.07	4	0.32	19	0.57	34	0.82	49
0.08	5	0.33	20	0.58	35	0.83	50
0.09	5	0.34	20	0.59	35	0.84	50
0.10	6	0.35	21	0.60	36	0.85	51
0.11	7	0.36	22	0.61	37	0.86	52
0.12	7	0.37	22	0.62	37	0.87	52
0.13	8	0.38	23	0.63	38	0.88	53
0.14	8	0.39	23	0.64	38	0.89	53
0.15	9	0.40	24	0.65	39	0.90	54
0.16	10	0.41	25	0.66	40	0.91	55
0.17	10	0.42	25	0.67	40	0.92	55
0.18	11	0.43	26	0.68	41	0.93	56
0.19	11	0.44	26	0.69	41	0.94	56
0.20	12	0.45	27	0.70	42	0.95	57
0.21	13	0.46	27	0.71	43	0.96	58
0.22	13	0.47	28	0.72	43	0.97	58
0.23	14	0.48	29	0.73	44	0.98	59
0.24	14	0.49	29	0.74	44	0.99	59
0.25	15	0.50	30	0.75	45	1.00	60



# Your KRONOS InTouch Badge Reader



- The InTouch Badge Reader is like an Automated Teller Machine (ATM).

It helps you:

- Get the information that you need when you need it
- View and manage your own information



# How to Use the InTouch Badge Reader



## Indicator Lights

**Green** indicates the terminal successfully read a badge

**Red** indicates when the terminal does not successfully read a badge

**Yellow** indicates whether the terminal is receiving power

## Proximity Reader

Your Employee ID Badge is a Prox Card  
Your Prox Card number is located in back of your Badge below the bar code, the first 5 digits

## Soft Keys

Press soft keys to perform transactions such as labor transfers

## Navigation Keys

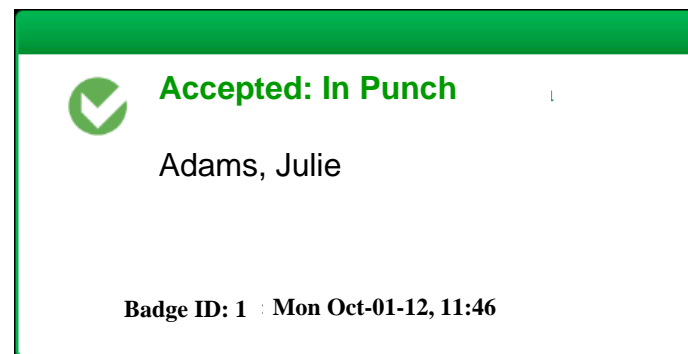
Use these like cursor keys to move within fields and menus on the display



# Clock In and Clock Out

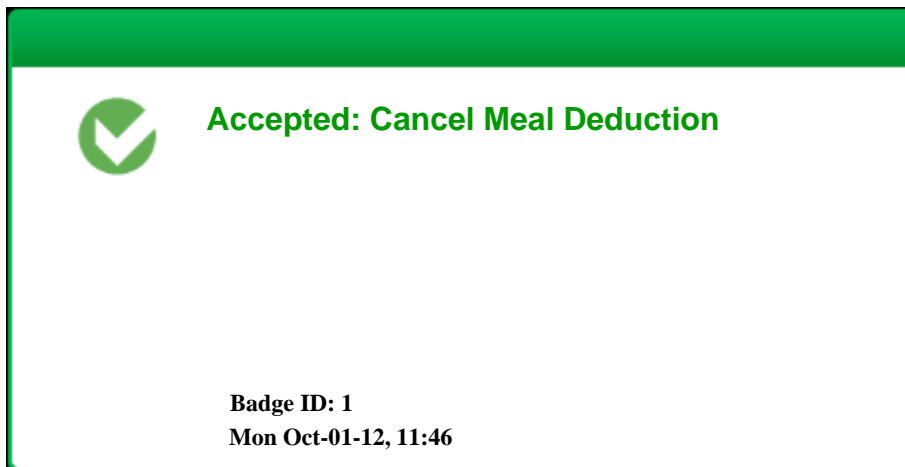
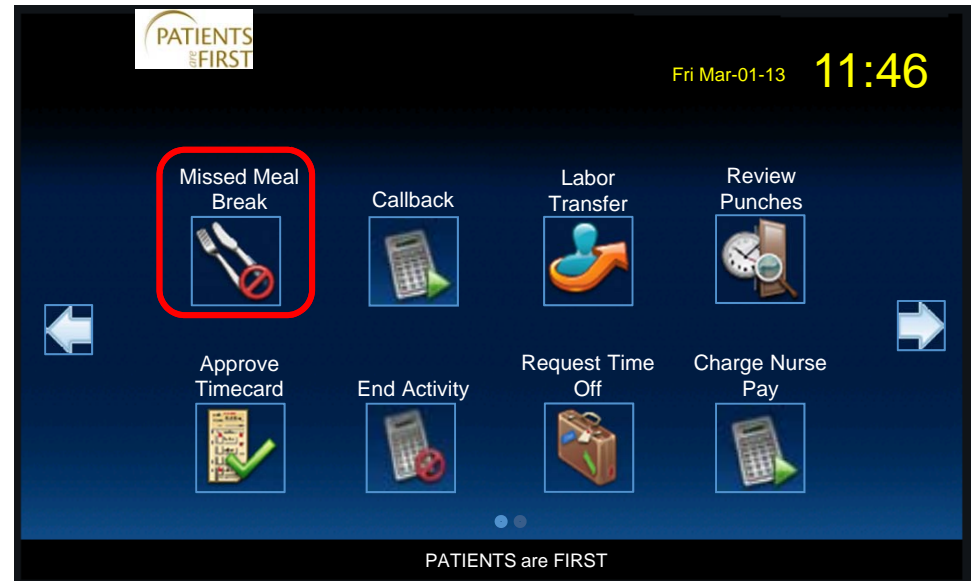


- How to use your badge:
  - Hold the badge within 2 inches of the target area and lightly tap. Move the badge away after tapping.
  - If the punch is successful, the badge reader beeps once and the indicator light flashes green. Your information will show for a few seconds.



# Missed Meal Break

- 1) Press the Missed Meal Break soft key.
- 2) Tap your badge.
- 3) The Badge Reader responds with a message.

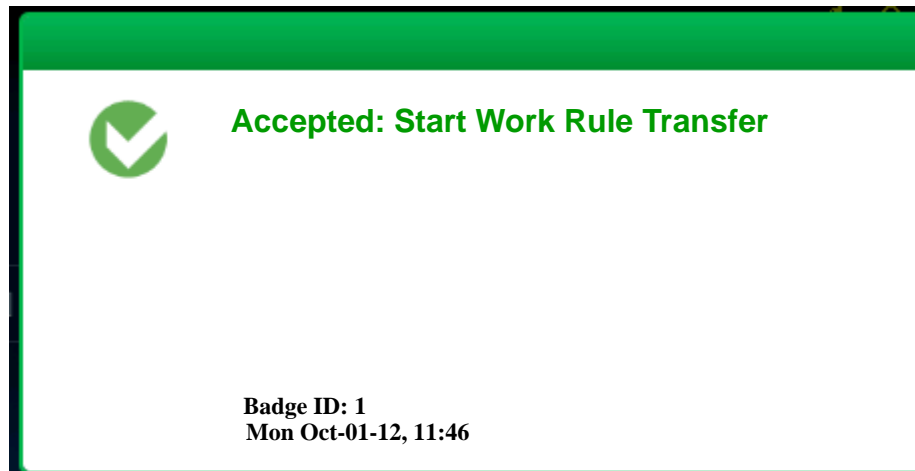
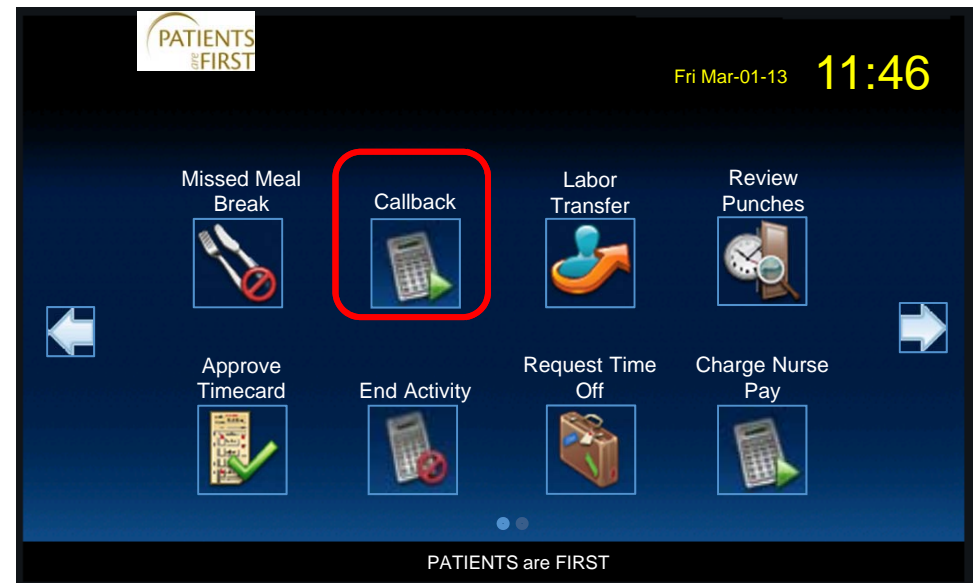


# Callback



Callback is only to be used if you are not scheduled to work. Only when you are asked to come in from your day off. This is **not** to be used when you are returning to work from standby.

- 1) Press the Callback soft key.
- 2) Tap your badge.
- 3) The Badge Reader responds with a message.

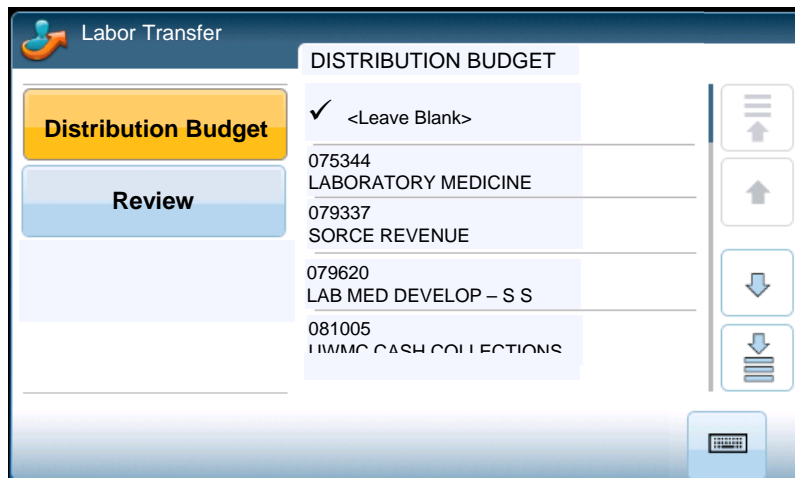
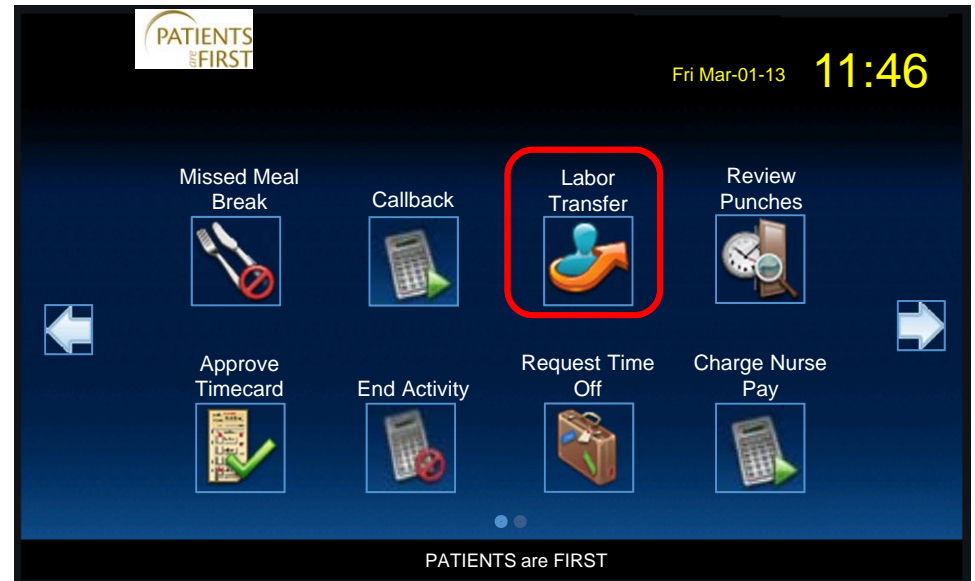


# Labor Transfer



- 1) Press the Labor Transfer soft key.
- 2) Tap your badge.
- 3) Select the appropriate Distribution Budget for the Labor Transfer.
- 4) Review the transfer data. When finished click Submit.
- 5) Review the approval message.

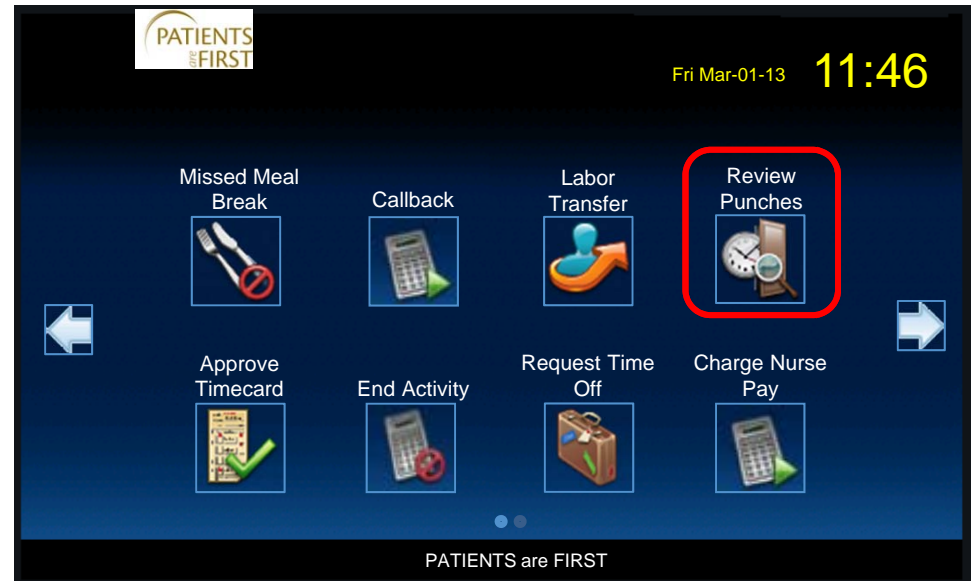
*Use only as directed by your department*



# Review Punches



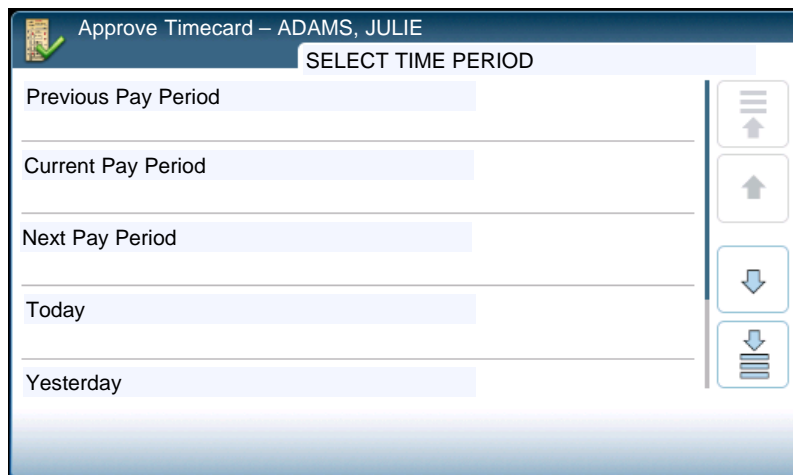
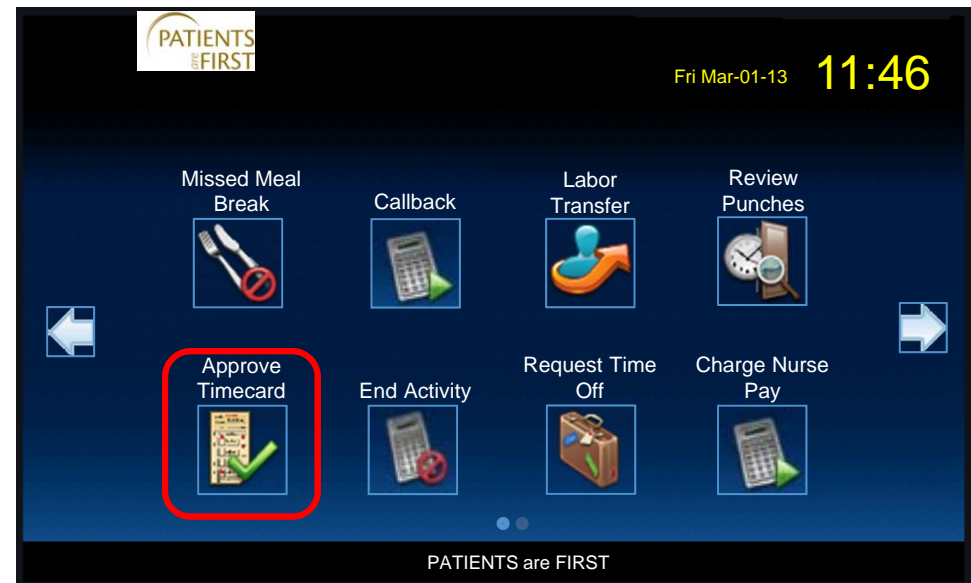
- 1) Press the Review Punches soft key.
- 2) Tap your badge.
- 3) Review the punches listed by scrolling up and down the list.
- 4) Select the Home navigation key to exit this menu or let the menu time out.



Review Punches			
Transactions Found – 19   Current Status: IN			
Punch	14:15	Mon	Oct-01-12
Punch	12:15	Mon	Oct-01-12
Punch	10:57	Mon	Oct-01-12
Work Through Meal	06:45	Mon	Oct-01-12
Punch	04:45	Mon	Oct-01-12

# Approve Timecard

- 1) Press the Approve Timecard soft key.
- 2) Tap your badge.
- 3) To select a time period, press the soft key that corresponds to the period of time you want to approve.





## Approve Timecard (Continued)



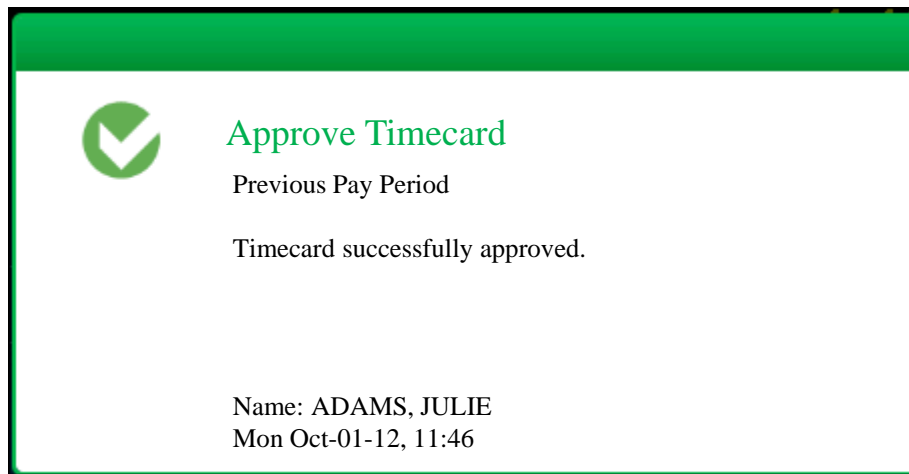
- 4) If there is no information to show, a message tells you this. Otherwise, the timecard appears.
- 5) If you have not yet approved the timecard, the **Approve** option appears.
  - The message **Timecard successfully approved** appears.

Approve Timecard – ADAMS, JULIE

10/01/2012 – 10/07/2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3 5:00	4 5:00	5 5:00	6
Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13

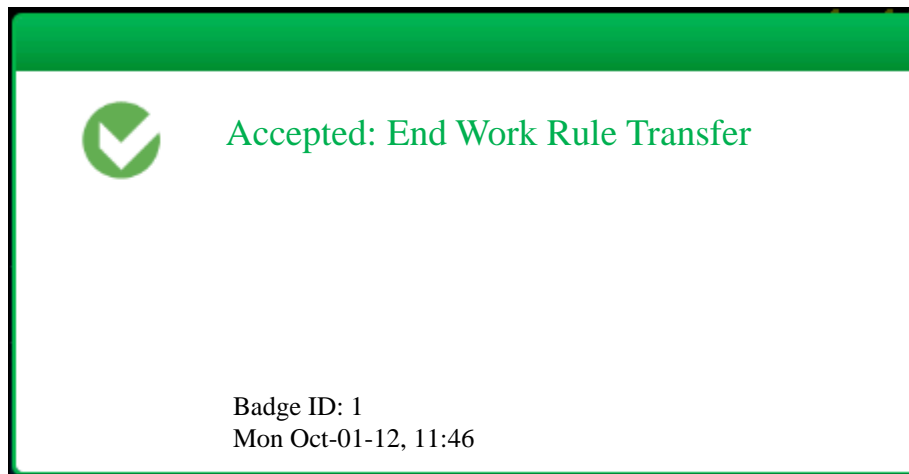
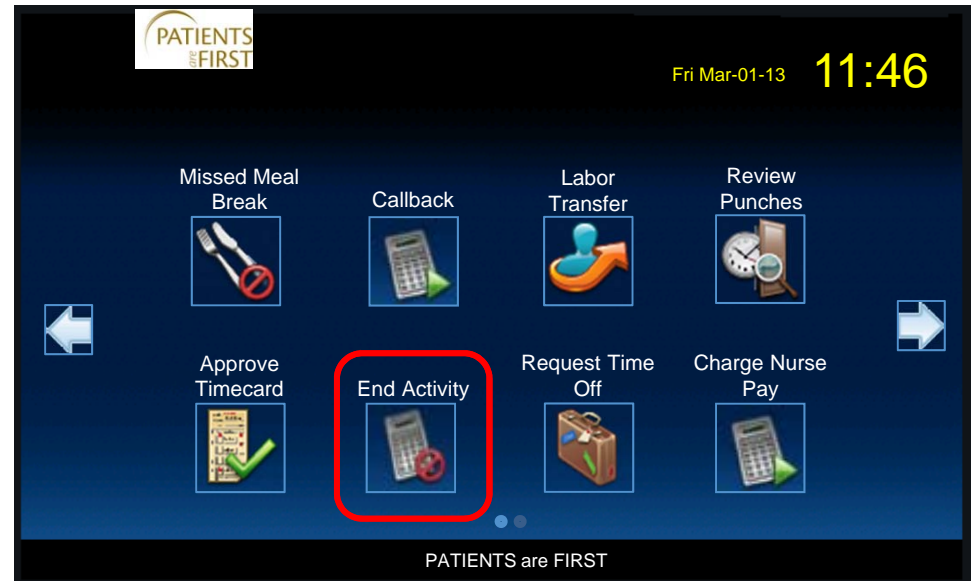
Approve



# End Activity

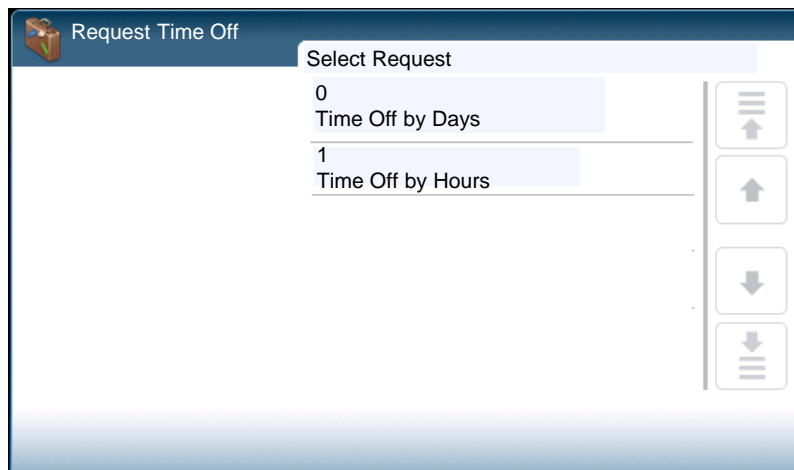
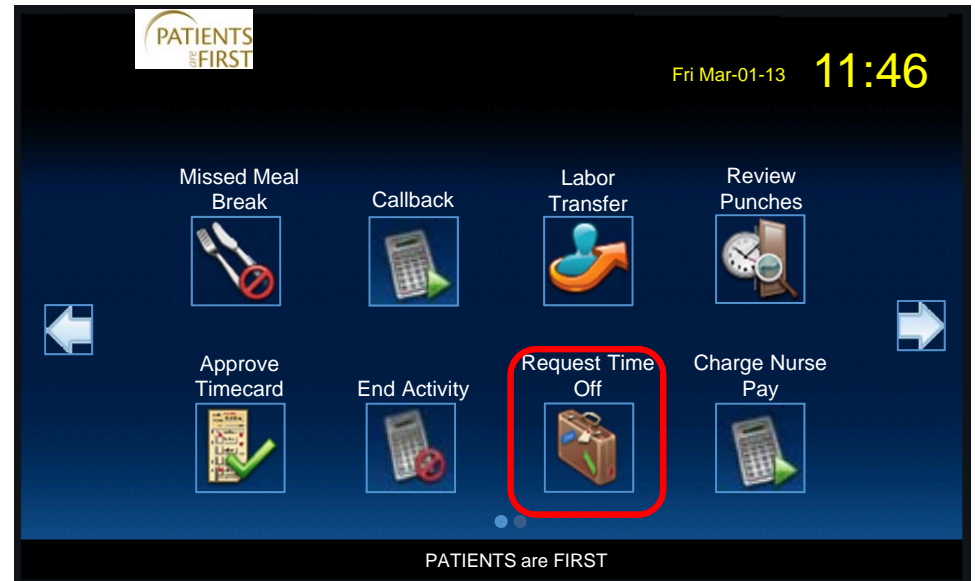
If you had completed a labor transfer to another department and you are returning to your department

- 1) Press the End Activity soft key.
- 2) Tap your badge.
- 3) Review the approval message.



# Request Time Off

- 1) Press the Request Time Off soft key.
- 2) Tap your badge.
- 3) Select request type: Time Off by Days (Option 0) or Time Off by Hours (Option 1).



# Request Time Off *(Continued)*



- 4) If Time Off by Days, enter the From and To Dates using the calendar soft keys. If Time Off by Hours, enter the From Date, From Time and Duration.
- 5) Select the appropriate Pay Code.
- 6) Review the request.
- 7) When finished click Submit or Back to make further changes.

Request Time Off – ADAMS, JULIE

From Date: Dec 2013

From Date: 12/13/2013

To Date: 12/13/2013

Select Pay Code

Review

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- 8) Review the approval message.

Request Time Off - ADAMS, JULIE

Select Pay Code

From Date: 12/13/2013

To Date: 12/13/2013

Select Pay Code

Review


0 VACATION

1 SICK LEAVE

2 COMP TIME USED

3 HOLIDAY

4

 Request Time Off

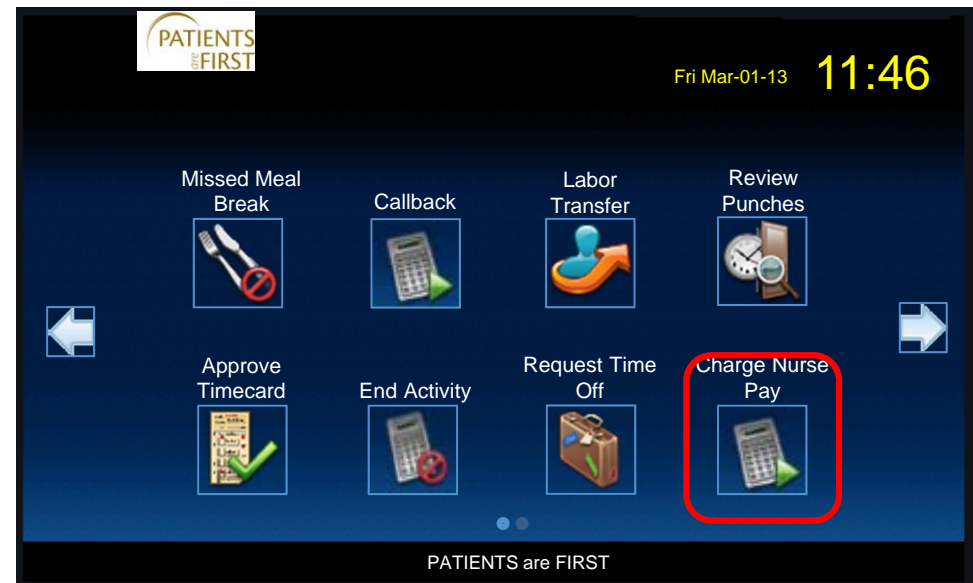
Your request has been submitted successfully.

Name: ADAMS, JULIE  
Mon Oct-01-12, 11:46

# Charge Nurse Pay



- 1) Press the Charge Nurse Pay soft key.
- 2) Tap your badge.
- 3) Review the approval message.



# Temporary Float Pay

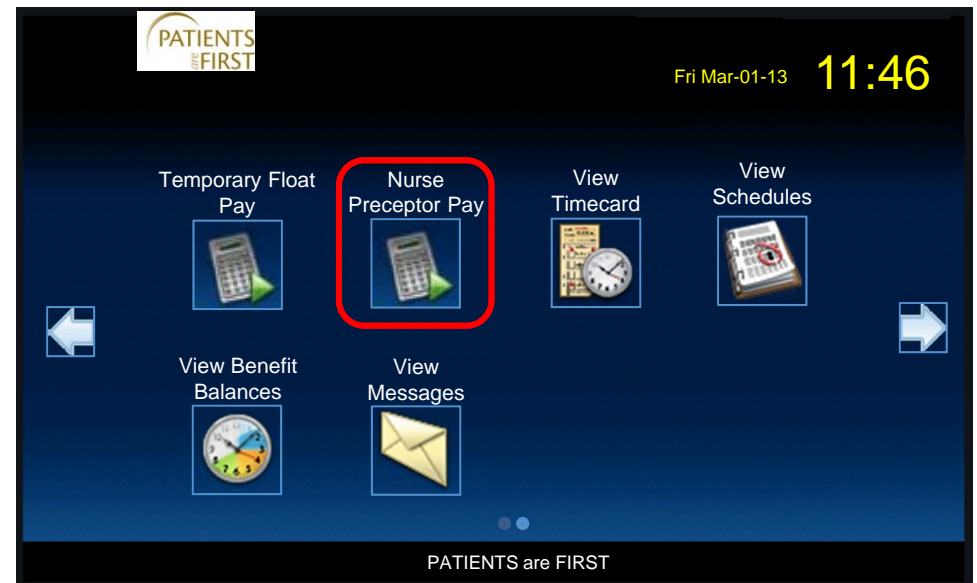
- 1) Press the Temporary Float Pay soft key.
- 2) Tap your badge.
- 3) Review the approval message.

*Use only as directed by department*



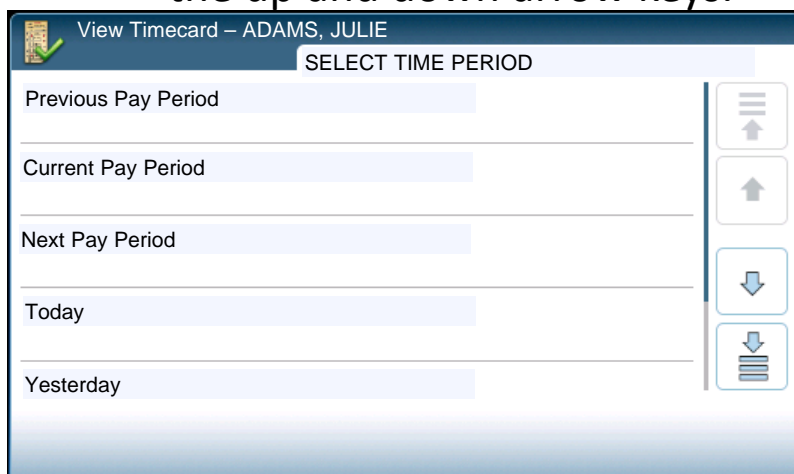
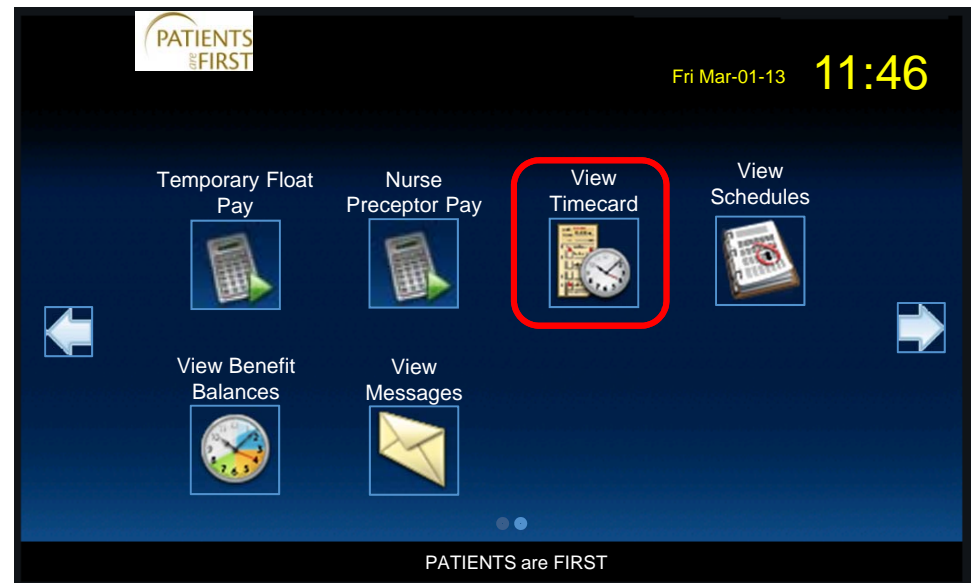
# Nurse Preceptor Pay

- 1) Press the Charge Nurse Pay soft key.
- 2) Tap your badge.
- 3) Review the approval message.



# View Timecard

- 1) Press the View Timecard soft key.
- 2) Tap your badge.
- 3) To select a time period, press the soft key that corresponds to the period of time for which you want to view timecard information.
- 4) If there is no information to show, a message tells you this.
  - If information is available, the timecard appears. To scroll, use the up and down arrow keys.

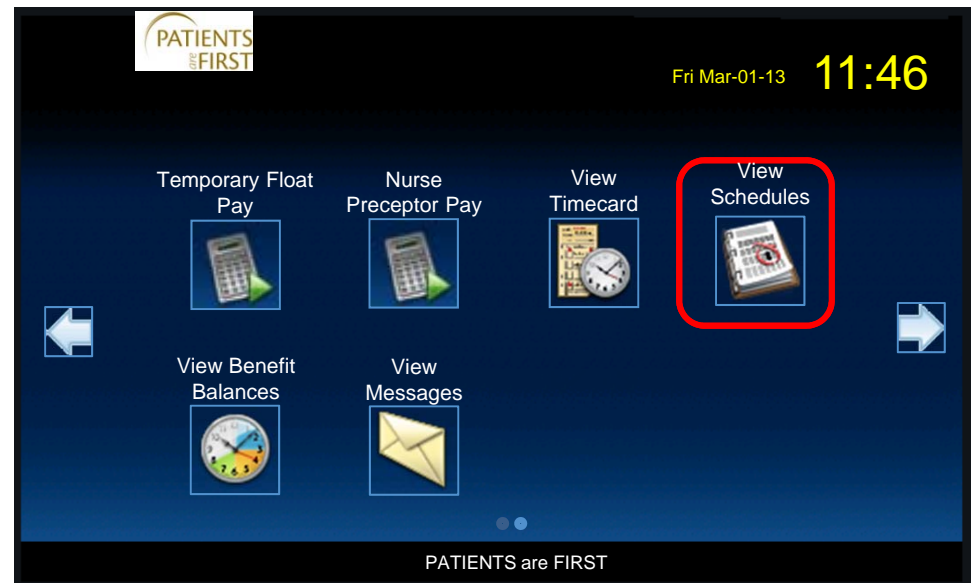


Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9 5:00	10 5:00	11 5:00	12 5:00	13 5:00	14
Sun	Mon	Tue	Wed	Thu	Fri	Sat
15	16	17	18	19	20	21



# View Schedules

- 1) Press the View Schedules soft key.
- 2) Tap your badge.
- 3) If there is no information to show, a message tells you this.
  - If information is available, the schedule appears. To scroll, use the up and down arrow keys.
- 4) Select the Home navigation key to exit this menu or let the menu time out.



View Schedules – ADAMS, JULIE  
9/09/2013 – 09/15/2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9 5:00	10 5:00	11 5:00	12 5:00	13 5:00	14
15	16	17	18	19	20	21

# View Benefit Balances

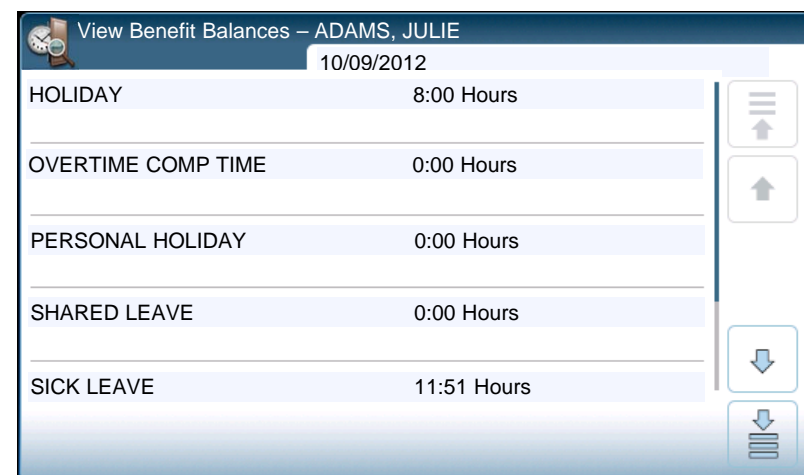
- 1) Press the View Benefit Balances soft key.
- 2) Tap your badge.
- 3) Select the As of Date from the calendar on screen
- 4) Accruals information appears in alphabetical order. To scroll, use the up and down soft keys.
- 5) Not using Projections Functionality.



Current system of leave record:

- Centralized Departments: T&BA
- Decentralized Departments: OWLS

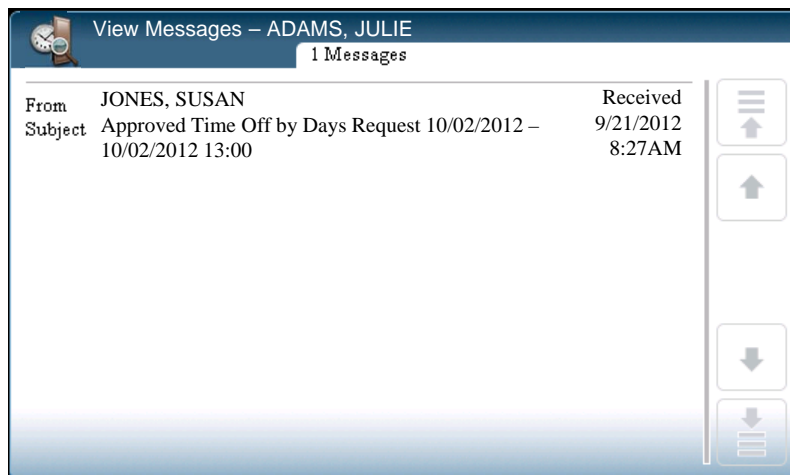
*Benefit Balances are refreshed every 10<sup>th</sup> of the month.*



View Benefit Balances – ADAMS, JULIE	
10/09/2012	
HOLIDAY	8:00 Hours
OVERTIME COMP TIME	0:00 Hours
PERSONAL HOLIDAY	0:00 Hours
SHARED LEAVE	0:00 Hours
SICK LEAVE	11:51 Hours

# View Messages

- 1) Press the View Messages soft key.
- 2) Tap your badge.
- 3) The Badge Reader responds by displaying information.
  - To scroll, use the up and down arrow keys. Tap the messages to read detailed information.



# What Happens if My Punch is Rejected?



This topic explains common errors you might see:

- Error reading badge
- Unknown home employee
- Punch rejected

## Error Reading Badge Data



- Error message number is [NGT 01-1]
- Possible reasons for this error:
  - You may not have swiped the badge properly. Try again.
  - If you are swiping correctly and continue to see this error, the quality of the badge may be the problem. Contact your system administrator.

# Unknown Home Employee



- Error message number is [NGT 06-2 ({{failureCode}})]
- Possible reasons for this error:
  - You are a new employee and your information has not been sent to the terminal yet. Contact your system administrator. Refer to the message number and the provide the failure code.
  - You recently replaced your badge. Your new badge number has not been sent to the terminal yet. Contact your system administrator.

# Questions?



- KRONOS Support:

[AskKRONOS@uw.edu](mailto:AskKRONOS@uw.edu)

206-598-2055

- Always include your **name** and **EID** and as much detail you can provide so we can assist you
- Monday to Friday 9 AM to 4 PM
- Saturday, Sunday and Holidays 10 AM and 6 PM
- 24 hour Service Level Agreement