

How Do I?

KRONOS	
Clock In or Out	<ul style="list-style-type: none">• Touch the appropriate button on the touch screen• Enter Employee ID• Place finger on scanner for biometric validation
Add Notes when Clocking In / Out with an Exception	<ul style="list-style-type: none">• When informed that “your punch has been restricted,” select one of the options listed• Select “Note: Edit”• Type a reason and select enter
Review Time Card	<ul style="list-style-type: none">• Touch the Time Review button• Select “Previous Pay Period” or “Current Pay Period”• Review the calendar and select a particular date for further review• Select “Approve,” enter notes if necessary, and select “Approve” again
Edit a Missed Punch	<ul style="list-style-type: none">• Touch the Time Review button• Select “Daily Approvals”• Select the entry which includes “(Missed)” next to the date• Enter the appropriate time; ensure AM or PM is correct• Select “Notes”, enter a reason for the missed punch and press “Enter”

To learn more, visit www.AMR.net/Learn

