

Kronos® InTouch® Terminal Job Aid

Punching in and out



This job aid applies to the Kronos InTouch Terminal. There are separate job aids for the Kronos InTouch Terminal with Touch ID and the Kronos InTouch Terminal with Touch ID Plus.

- 1 On the screen, tap **Punch**.
- 2 Insert the badge in the badge reader slot so that the bar code or magnetic stripe is facing the badge reader (slide top to bottom) or place badge near proximity reader. Optionally, you can enter your badge number on the touch screen.
- 3 If the punch is successful, the indicator light flashes green and you hear a tone.
If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.



Common Error Messages

Error 01-1: Error reading badge

What to do:
You may not have swiped properly. Try again, following the steps above. If you get the same message, see your Supervisor.

Error 06-2: Unknown home employee

What to do:
Your badge does not match any of the employees loaded in the device. See your Supervisor.

Error 04-1: Rejected

What to do:
You have already successfully swiped, or—if you are attempting to enter another punch—not enough time has elapsed since entering the previous punch. Wait a moment or two, then try again.

How to Use Soft Keys

Depending on how your terminal is set up, you may be able to view information (such as your vacation balance) or perform transactions (such as a department transfer.)

To use a soft key, do the following:

- 1 On the screen, tap the soft key that you want to use. What happens next depends on the soft key. You may be prompted to enter or accept information.
- 2 To enter information, follow the instructions on the InTouch screen. To accept information, tap Enter. To enter your badge, swipe your badge through the badge reader or place it near the proximity reader.

Kronos Intouch User Guide

Julia Schneider



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