

**Sierra View Medical Center**  
**Kronos Employee Self Service**  
**In Touch**  
**Time Clock**  
**User Guide**

Shift In/Out , Other In/Out

To begin your shift

Touch on the "Shift Out" key

Then swipe your Badge

To end your shift

Touch on the "Shift In" key

Then swipe your Badge



If you are leaving work for other reasons (e.g., doctor's apt, etc.) and you are planning to return back to work within the same shift

When you return from "Other Out"

Tap the "Other In" key

Tap the "Other Out" key

Then swipe your Badge

Then swipe your Badge

**NOTE:** The  button will take you back to the main menu at any time.

## Meal In/Out

To begin your meal period

Tap on the "Meal Out" Key

Swipe your badge

The clock will prompt you with a question asking if this is your meal period:

Touch on the "Yes" key.



To return from your meal period

Tap the "Meal In" key

Swipe your badge

If you have not completed your full 30 minute meal period, the clock will warn you that you have

minutes remaining left in your meal period, Tap the “cancel” key if you want to return at a later time, or tap the “Ok” key if you are interrupted or pulled back early from your meal period

### DAILY APPROVALS – Submitting a missed punch

From the main menu Tap on the “Time Period Approval” key



You will be presented with a list of the dates needing approval up to and including the current date. Next to each date may appear one of:

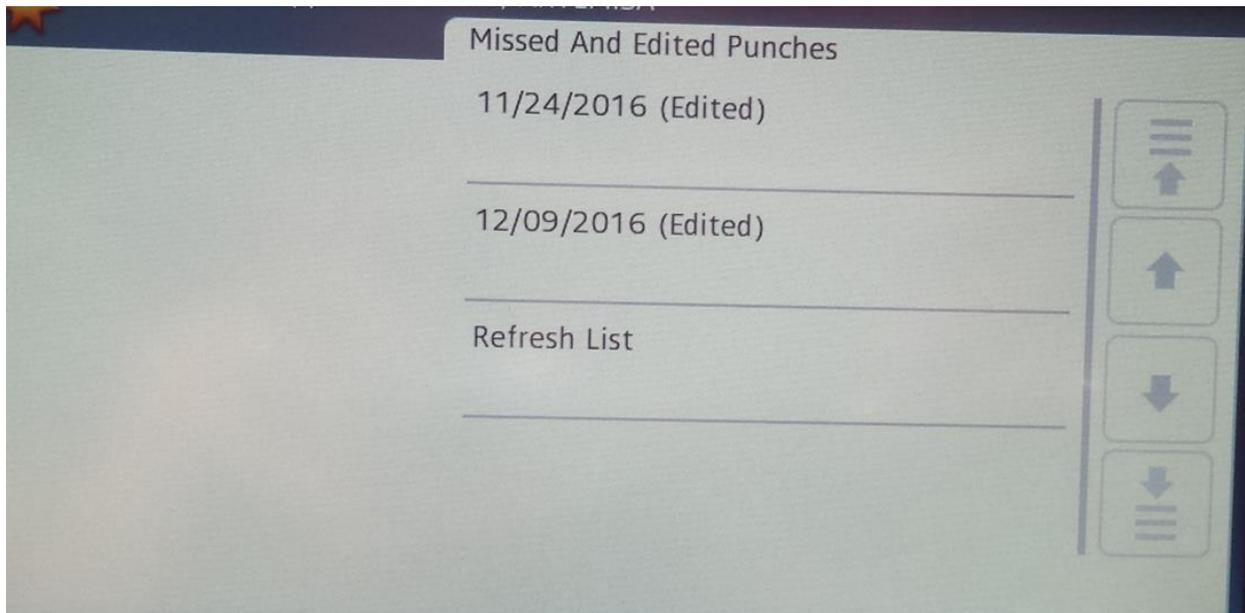
- “Missed” to indicate there is a missed punch on that date.
- “Edited” to indicate that a punch has been manually edited on that date.
- “Rejected” to indicate that a day has been rejected. This will stay in the list for the rest of the pay period unless it is subsequently approved.

The missed punch(es) will need to be entered by you or otherwise resolved before you will be able to approve your timecard for that day.

If neither “Missed” nor “Edited” appears next to a date, then there are no missed punches and no manual edits on that date, but you are still expected to approve that day.

If there is both a missed punch and an edited punch on the same day, the display shows “Missed”. This means you cannot approve the day until the missed edit has been entered.

If there are no punches, missed punches or pay code edits on a day, then the date is not displayed in the list at all, and consequently, no approval or rejection needs to be made for that day.



The employee can select one of the dates by tapping on the specific day for review or further action.

**Use the up and down arrows to move from field to field to make a selection.**

**Select a date with a missed punch**

Once you have selected a date,

**Enter the time of the missed punch (in military time) in the first field.**

**Tap Submit**

**DAILY APPROVALS – Approving a day**

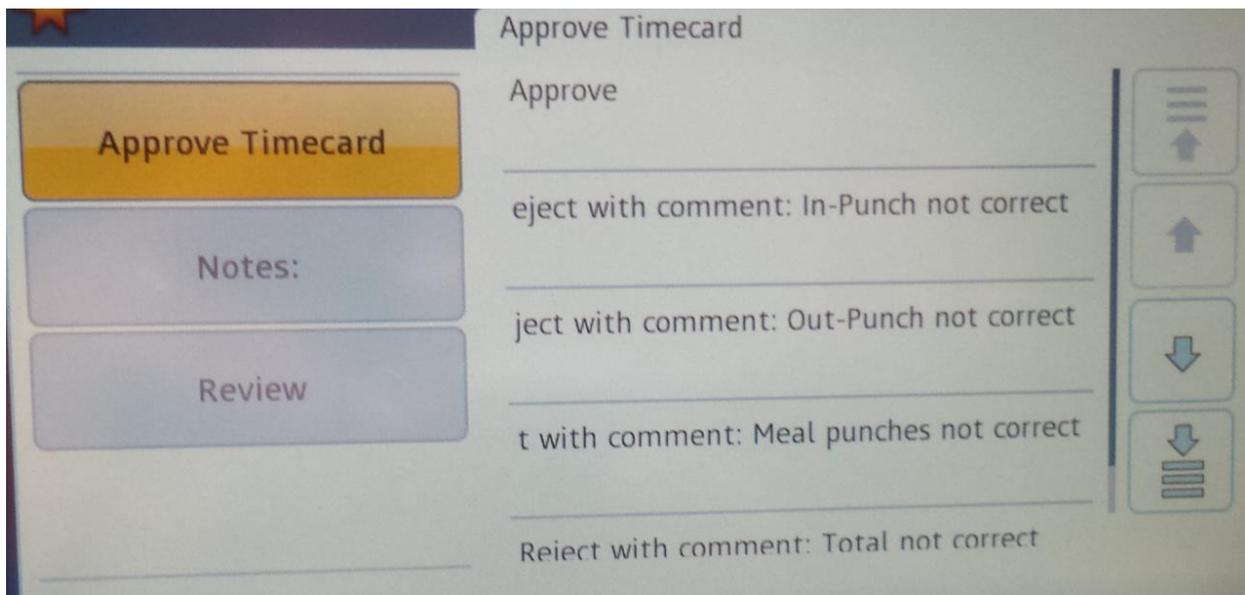
The employee is required to approve their timecard on a daily basis.

From the main menu, **Tap on the "Time Period Approval" key.**

**Select a date and touch the "Enter" key.**

Confirm your punch times and daily total hours. To approve your day's time, **select the "Approve" Key**

be attached to the rejection pay code edit and included in the notification sent to your supervisor.



You will be presented with a list of the dates needing approval up to and including the current date. Next to each date may appear one of:

- “Missed” to indicate there is a missed punch on that date.
- “Edited” to indicate that a punch has been manually edited on that date.
- “Rejected” to indicate that a day has been rejected. This will stay in the list for the rest of the pay period unless it is subsequently approved.

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If there is both a missed punch and an edited punch on the same day, the display shows “Missed”. This means you cannot approve the day until the missed edit has been entered.

If there are no punches, missed punches or pay code edits on a day, then the date is not displayed in the list at all, and consequently, no approval or rejection needs to be made for that day.

The employee can select one of the dates and press the “Enter” key for review or further action.

**Use the up and down arrows to move from field to field to make a selection.**

Select a date with a missed punch

Once you have selected a date, Touch the “Enter” key

In this screen, you have an option to reject a day however, when rejecting a day, you are required to select a reason for the rejection (e.g., "In Punch Not Corret", etc.). This comment will

## Float, Call Back, Orientation, Inservice, Education, Review Punches & Timecard

From the Main Menu, Touch the "right arrow" key.

### **Float: Dept Transfer ONLY**

Press the **Float** Key. Enter the 4 digit department number you are floating to (press List to see list of departments). Hit ENTER. If you are changing Job Codes (i.e. you are a Unit Clerk, but have Monitor Tech as a second job code and that is what you are floating as, enter new job code. If you do not know your job code, press List). Swipe your badge. If you are going back to your department before clocking out, you need to ***transfer*** back to your department, if not, just swipe your badge when your shift is complete.

### **Call Back**

Press the **Call Back** Key. Enter through the department and job code. Swipe your badge. *NOTE: This function is for when you are called in to work from On Call status.*

### **Orientation**

Press the **Orientation** Key. Enter through the department and job code. Swipe your badge. This is used when you are attending annual orientation only.

### **Inservice**

Press the **Inservice** Key. Enter through the department and job code. Swipe your badge. This is used when you are attending Inservice only.

### **Education**

Press the **Education** Key. Enter through the department and job code. Swipe your badge. This will be used when you go to any classes (BLS, ACLS, etc...)

### **Clear Activity**

Swipe your badge

NOTE: Only use this function if you are ending an activity such as Orientation, Education, Inservice and are returning back to your primary department. When you use this key, it automatically places you back into your primary department assuming you are continuing your workday. If your entire day consisted of the activity listed above and you are clocking out for the day, do not use this key, just swipe your badge. Kronos will automatically put you back to your primary department for your next shift. Do not use this key for Transfers or Call Back.

### **Review Punches**

Press the **Review Punches** Key. You can Review Punches.

### **More**

Press the **More** key. You can review timecard from here.

**NOTE:** When working in a department in which you have been previously scheduled, you do not have to enter the department number, just press the function key enter through department and job code and swipe your badge.