KRONOS TIME SHEET INQUIRY TRAINING

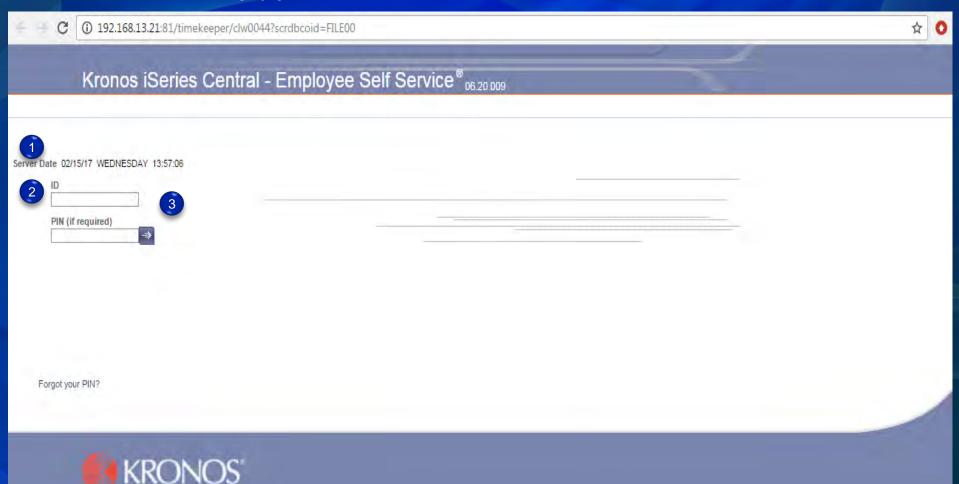
Please save this link to your favorites for quick access.

Below is the Kronos link to view you time sheet.

http://192.168.13.21.81/timekeeper/clw0044?scrdbcoid=FILE00



- This is the login screen: 1. ID= J# with out the J or 00, EX: J00123456 only enter 123456
 - 2. PIN= Use established pin if you have one OR If this is your first time logging in leave blank and hit enter it will prompt you to create your pin. This can only be a four digit pin number
 - 3. If PIN is established, type in pin and hit enter or click the blue arrow box at the end of PIN.



This will show you all of your punches for the current pay period.

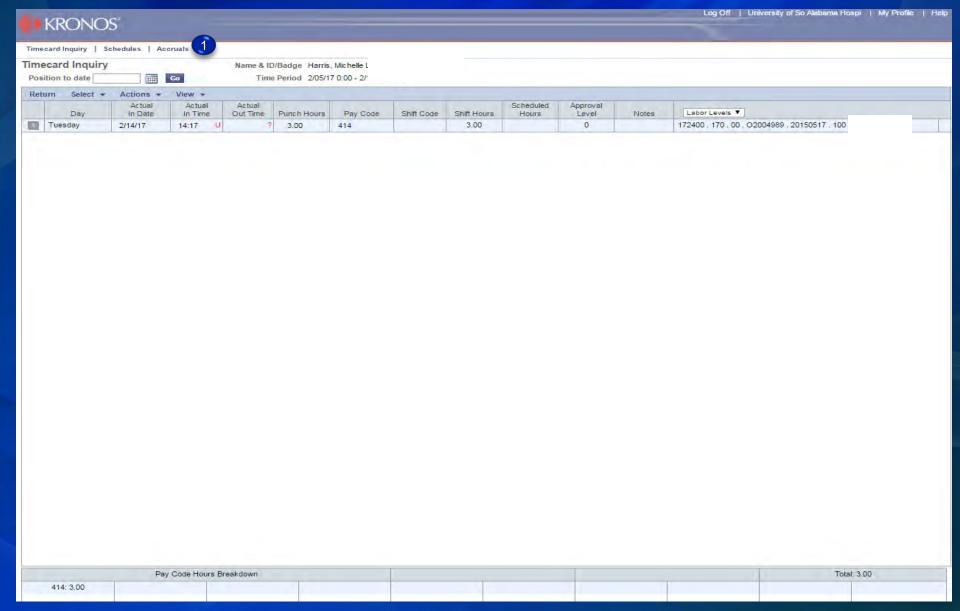


7-minute Rounding Rule				
Swipe	Rounded			
Time	Time			
8:07	\Longrightarrow	8:00		
8:08	\Longrightarrow	8:15		
8:22	\Longrightarrow	8:15		
8:23	\Longrightarrow	8:30		
8:37	\Longrightarrow	8:30		
8:38	\Longrightarrow	8:45		
8:52	\Longrightarrow	8:45		
8:53	\longrightarrow	9:00		

414: 3.00

Pay Code Hours Breakdown	Total: 3.00

1. Click accruals to show your accrued PTO balances as of last processed payroll.



This shows all of the accruals for you. When finished always remember to log off.

