

**STUDENTS  
RECORDING OF TIME**



HAVE YOU COMPLETED YOUR I9 FORM?

YOU ARE **NOT PERMITTED** TO WORK UNLESS YOU HAVE COMPLETED THE US DEPT OF CITIZENSHIP \*IMMIGRATION I9 FORM BY VISITING HUMAN RESOURCES WITH YOUR REQUIRED PROOF OF CITIZENSHIP DOCUMENTATION. PLEASE CONTACT HUMAN RESOURCES LOCATED IN SMITH HALL OR VIA 508-793-3391

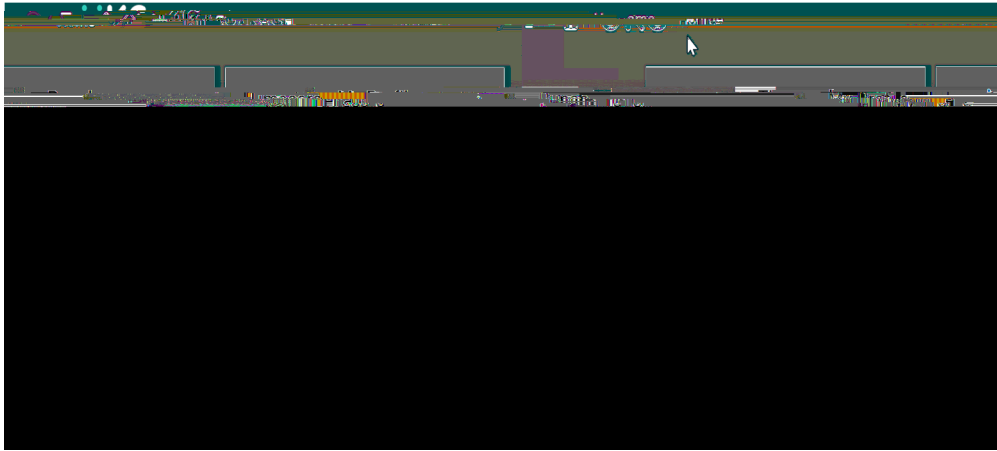
HAVE YOU RECEIVED AN ERROR MESSAGE WHEN SWIPING OR CAN NOT ACCESS THE UKG/KRONOS SYSTEM?

IF YOU RECEIVE A **X WHEN SWIPING** AT A DEVICE/CLOCK

ARE YOU WORKING OUTSIDE OF YOUR HOME/PRIMARY DEPARTMENT?





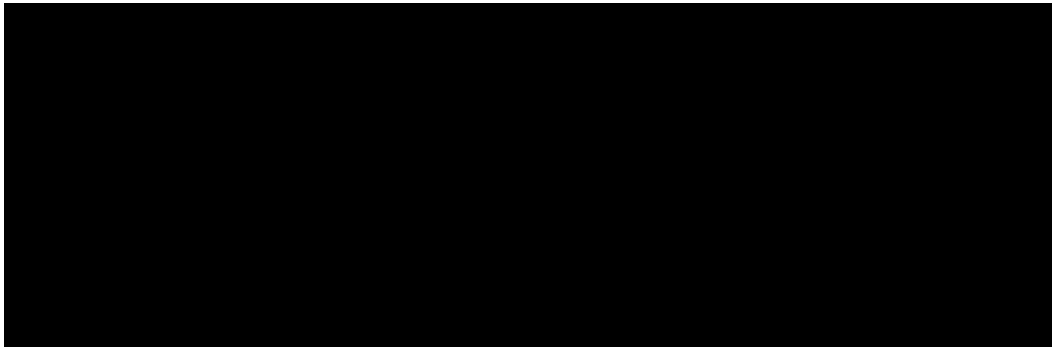


### Use the Punch Tile

The Punch tile can be used to:

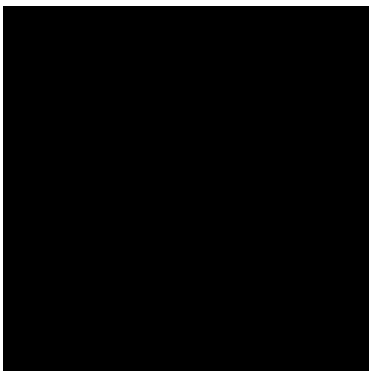
- Record In and Out Punches

- Transfer – When Working in Another Department than Your primary/home department.



### Record In and Out Punches

When working for in your primary/home department and want to record the start and end times for the time you are working, please select **Punch**



A green success message appears at the top, along with the time of the punch updated at the bottom. If you receive an error message, please send an email to [Kronos@holycross.edu](mailto:Kronos@holycross.edu).

## Transfer Feature –

When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. Any time not transferred, defaults to your primary/home department.

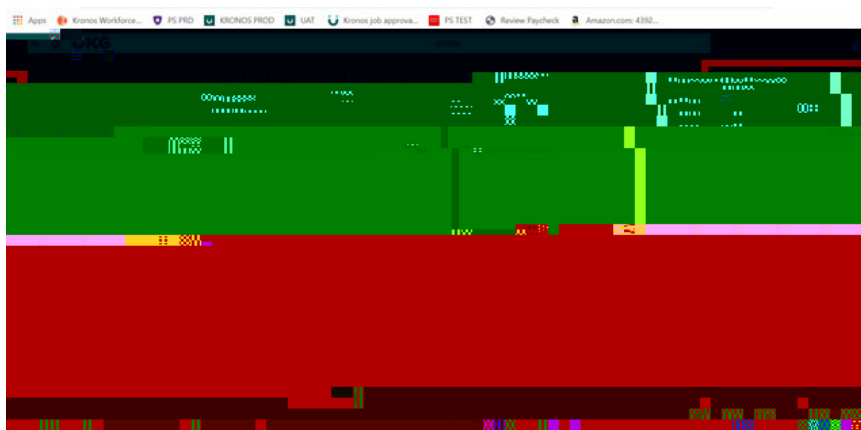
**IMPORTANT** – You only have to select the Transfer feature **ONCE** at the start/in of work for that department.



Click Transfer

Select More

Expand the + Add Business Structure in the Transfer window



Type the department number you are working for

Select the 0 record that appears

Click OK

## View Timecard

To make sure you have all of your time recorded and have transferred your time correctly, you should review your Timecard for the days you want to validate.

Click My Timecard. It will default to the Current Pay Period.



## Swipe – Recording Time

To record the start and end times for the time you are working you need to swipe in and out. If working for your primary/home department, you should swipe at the start and again at the end of work.

Swipe your badge on the right hand side of the clock/device

## Transfer Feature –

When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. To identify your primary/home department and other departments you have been hired into, please see the previous sections in this document on how to locate your home/primary department. Any time not transferred, defaults to your primary/home department.

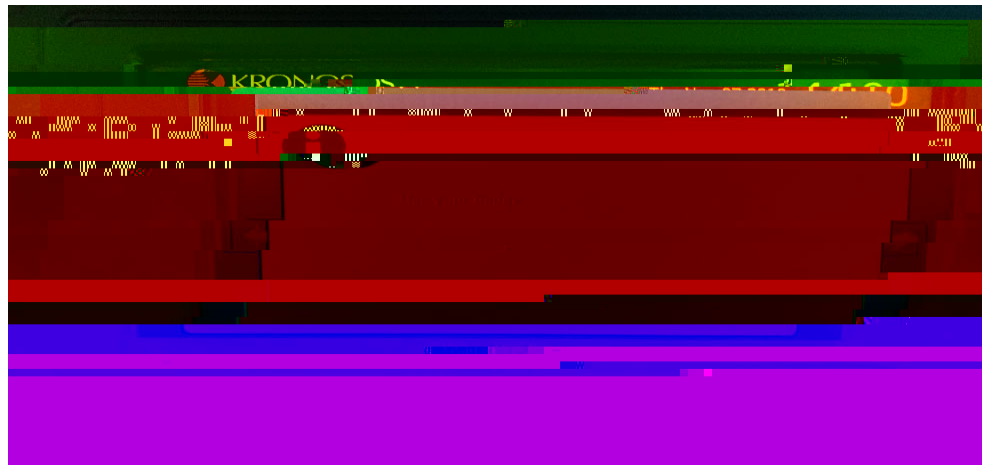
**IMPORTANT** – You only have to select the Transfer feature **ONCE** at the start/in punch of work for the department that is not your home/primary department.

Using the touchscreen using the left and right arrows at the bottom of the screen, locate the department you are working in

Press the icon for the department you are working in

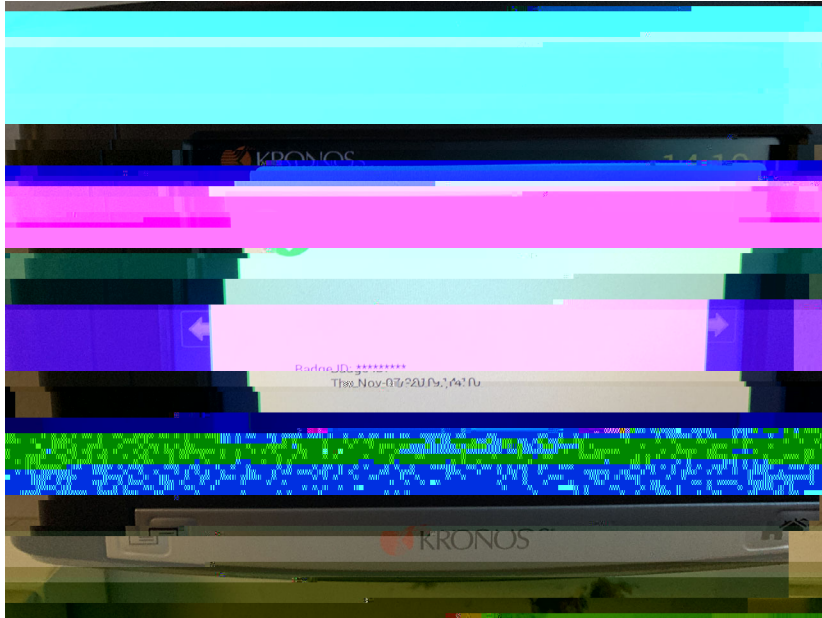


A message to swipe will appear  
Swipe your badge





You will receive an Accepted message



### To View Your Timecard

If you want to see the time recorded on your timecard including the departments you transfer to using the touchscreen right arrow over to the **My Timecard** option.