Kronos InTouch Terminal for Warehouse

Terminal Overview

- Indicator Lights
- Biometric (Finger) Scanner
- Proximity Reader
- Soft Key
- Home Key
- Keyboard

**GREEN** indicates a successful transaction

**RED** indicates an unsuccessful transaction

**YELLOW** indicates the terminal is receiving power

Using the Soft Keys

The InTouch clock displays your related tasks. To use a soft key, do the following:

1. On the screen, touch the applicable soft key. Regardless of the soft key, you are prompted to enter your finger/badge number before proceeding.

2. Follow the instructions when prompted. To accept information, touch **Enter**.
Warehouse Terminal – Manager Mode

Managers will record punches and transactions while the terminal is in Manager Mode. The following transactions can be recorded in Manager Mode.

- Use the **Manager Punch** softkey to record punch in and out for a shift or for a meal.
- Use the **Manager Labor Transfers** softkey to record a transfer punch.
- Use the **Punch Status** softkey to view information about the most recent punch recorded.
- Use the **Review Punches** softkey to view all punches recorded at that terminal in the last 12 hours.
- Use the **Enroll Employee** softkey to enroll employees to the terminal so they can finger scan.
- Use the **Unenroll Employee** softkey to remove an employee’s enrollment record from the terminal.
- Use the **Approve Timecard** softkey to approve an employee’s own timecard.

### Type of Punch

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Manager Functions - Accessing Manager Mode
Managers can access the terminal to perform specific tasks above and beyond employee tasks

1. Touch the Manager Logon soft key.

2. Press your finger on the finger scanner. (Go to step 4.)

3. Tap your employee badge against the proximity reader.

4. Enter your Manager Password.

5. Press Enter.

If you aren’t enrolled at the terminal go to step 3.

Manager Functions - Logging off Manager Mode

1. Touch Log Off soft key.

Employee mode displays.
Manager Punches - Recording Punches

Managers will record punches to start their shift, end their shift and start and end meals. Punches should be recorded using the finger scanner, however if an employee isn’t enrolled at the terminal, employees can still tap the badge against the proximity reader.

1. Access **Manager Mode** on the terminal.

2. Touch the **Manager Punch** soft key.

3. Press your finger on the finger scanner. (Go to step 5).

4. Tap your employee badge against the proximity reader.

5. Review the terminal screen to confirm the in or out punch was successful.

*Note:* A return punch from a meal **MUST BE 40 minutes** after clocking out for the meal. A return punch from a meal that is **less than 40 minutes** from the out punch will not be accepted at the terminal.

*If you aren’t enrolled at the terminal go to step 4.*
Common Error

The terminal will not record a punch for a manager if that punch is less than 40 minutes after the most recent punch recorded. If a manager attempts to record a punch less than 40 minutes after the previous punch, the following screen will display:

Retail Restrict Punch Interval (i.e. 40min)

- To record any punch, a manager must wait 40 minutes after their previous punch.
- To record a transfer punch, a manager must wait 40 minutes after the previous transfer punch.
- To record a punch after a transfer, a manager must wait 40 minutes after the previous transfer punch.

NOTE: If a manager is asked to return from their meal before the 40 minutes is up, THE MANAGER’S MANAGER MUST RECORD THAT PUNCH IN MCtime.
Manager Functions – Recording a Job Transfer

Managers can transfer their own time at the terminal from Manager Mode.

1. Access Manager Mode on the terminal.

2. Touch the Manager Labor Transfers soft key.

3. Press your finger on the finger scanner. (Go to step 5)

4. Tap your employee badge against the proximity reader.

5. Scroll down the list and click on the appropriate cost center.

6. Review the terminal screen to confirm the transfer was successful.

If you aren’t enrolled at the terminal go to step 4.
Manager Functions - Punch Status
The Punch Status function shows employees and managers their most recent punch. This function should be used if you are unsure whether your last punch was recorded successfully. The Punch Status feature ONLY shows punches recorded in the last 12 hours and shows time elapsed since the last punch was recorded.

1. Touch the **Punch Status** soft key.
2. Press your finger on the finger scanner.
3. OR Tap your employee badge against the proximity reader.
4. Review the terminal screen to confirm the transfer was successful.

Manager Functions - Review Punches
The Review Punches function shows employees and managers all their successfully recorded punch activity over the last 12 hours.

1. Touch the **Review Punches** soft key.
2. Press your finger on the finger scanner.
3. OR Tap your employee badge against the proximity reader.
4. Review the terminal screen to confirm your punches.
Manager Functions – Timecard Approval

The Timecard Approval function allows managers to review and approve their timecards in preparation for payroll processing.

1. Touch the **Approve Timecard** soft key.

2. Press your finger on the finger scanner. (Go to step 4)

3. Tap your employee badge against the proximity reader.

4. Select **Previous Pay Period** from the Time Period field.

5. Click the **Approve** button.

6. Confirm the timecard approval is successful.

*If you aren’t enrolled at the terminal go to step 3.*
Manager Functions – Removing Timecard Approval
If a manager approved their time in error, they can remove that timecard approval at the terminal.

1. Touch the Approve Timecard soft key.

2. Press your finger on the finger scanner. (Go to step 4).

3. Tap your employee badge against the proximity reader.

4. Select Previous Pay Period from the Time Period field.

5. Click the Remove Approval button.

6. Confirm the timecard approval has been removed successfully.
Manager Functions - Biometric Enrollment

Managers can enroll employees at the terminal so that they can record punches and transfers using the finger scanner.

1. Access Manager Mode on the terminal.

2. Touch the Enroll Employee soft key.

3. Tap your employee badge against the proximity reader.

4. Touch the button assigned to the right Index finger.

5. Review the information on terminal and have the employee place their finger on the finger scanner.

6. Confirm the enrollment is good.

7. Repeat the process to confirm enrollment.

8. Continue until the terminal shows the enrollment has been completed.
Manager Functions - Biometric Enrollment (cont.)

Managers can enroll employees at the terminal so that they can record punches and transfers using the finger scanner.

9. Touch **NO** - Enroll ONE finger per employee

10. Touch **Yes** to enroll another employee or **No** to return to Manager Mode.
Manager Functions – Re-enrolling Finger Enrollment Record
When an employee is enrolled at the terminal, they receive a score for Quality and for Content.
**NOTE:** If either score is below 60, the employee should be re-enrolled at the terminal.

1. Access **Manager Mode** on the terminal.

2. Touch the **Enroll Employee** soft key.

3. Place the employee’s finger on the finger scanner.

   OR

4. Tap your employee badge against the proximity reader.

5. Review the information on terminal. Touch **Yes** to re-enroll employee.

   The biometric enrollment process will begin again, select either the right or left index finger of the employee.
Manager Functions - Biometric Unenrollment
Managers can unenroll employees at the terminal so that they can record punches and transfers using the Badge.

1. Access Manager Mode on the terminal.
2. Touch the Unenroll Employee soft key.
3. Place the employee’s finger on the finger scanner.
4. Tap your employee badge against the proximity reader.
5. Review the information on terminal. Touch Yes to unenroll employee.
6. Confirm the unenrollment is successful.
The terminal will display a GLOBE with a circle and line through it indicating network connectivity has been lost. Even if network connectivity has been lost, THE TERMINAL WILL CONTINUE TO ACCEPT PUNCHES AND RECORD TRANSACTIONS.

NOTE: Please inform DLC IT Team if such issue occurs.
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Best Practices

• To record a transfer punch, tap **Soft Key: Labor Transfers**.

*Example* Punch In-8:00AM, Transfer Punch-9:00AM, Punch Out-9:00AM is automatically applied.

• Warehouse employees must select from the seven cost centers listed. **A COST CENTER MUST BE SELECTED TO CORRECTLY RECORD THE TRANSFER.**

• During initial finger enrolment, verify the terminal displays the **CORRECT FULL NAME** when tapping the badge against the proximity reader. If the terminal displays incorrect information, stop the enrollment process and contact the DLC IT Team.
Note

• **Employees do not have access to edit punches**, however all the necessary corrections can be entered by a supervisor.

• Every terminal user **must to use the same clock** to record transactions **EXCEPT** for Retail employee if they are moving from one store to another store.

• **Every terminal user must punch out when they leave the DLC premises.**

• If an employee is using the terminal for the first time and their finger is not enrolled in the system, the employee can perform all transactions by tapping the badge against the proximity reader.

• Once a finger is enrolled in the system, **all transactions must be initiated through a finger scan.**

• **Each time an employee receives a new badge**, the information needs to be shared with DLC IT Team.

• If a Retail Employee needs to punch in at the Warehouse, or a Warehouse Employee needs to punch in at a Retail store, the employee's finger will not be recognized. The Employee will need to use their badge. When using the badge, the Employee name will not display on the timeclock, the BADGE number of the Employee will display. This is not an issue – just the design of the system. The punch information will be displayed in MCtime.
Questions

Questions related to the:

Timeclock Program should be directed to:

OHR Labor & Employee Relations Team.

Functional Questions should be directed to:

DLC RetailAdmin Team
#DLC.RetailAdmin
#DLC.RetailAdmin@montgomerycountymd.gov

Technical Questions should be directed to:

DLC IT Team.
#DLC.IFS
#DLC.IFS@montgomerycountymd.gov

For any further assistance, please contact:

MCtime Team
MCtime@montgomerycountymd.gov