

# Kronos 4500™ Terminal Employee Training



Improving the Performance of People and Business™

# Introduction to the Kronos 4500 Terminal

Welcome to the Kronos 4500 terminal training session! You will learn about the following topics:

- What is the Kronos 4500 Terminal?
- Get Information When You Need It
- How to Use the Terminal
- How to use your Badge
- How to Navigate, Select and Enter Data
- How to Use Soft Keys
- What Happens if My Punch is Rejected?
- Questions

# What is the Kronos 4500 Terminal?

The terminal is like an Automated Teller Machine (ATM). It helps you:

- Get the information that you need when you need it
- View and manage your own information, including
  - Request time off
  - View and approve timecard
  - View accrual balances
  - View current and future schedules



# Get Information When You Need It

Need to know your vacation or sick balance?

## View Totals

You can view accrual totals such as vacation, sick and personal time at the terminal



# Get Information (con't)

Need to know your schedule for today or tomorrow?

## View Schedules

You can view current and future schedules at the terminal



# How to Use the Terminal

## Terminal Display

Displays the current date, time and soft key labels

## Soft Keys

Press soft keys to perform transactions such as labor transfers

## Navigation Keys

Use these like cursor keys to move within fields and menus on the display

## Keypad

Use to enter data when performing transactions



## Status Lights

The top light is green and flashes when the terminal successfully reads a badge

The middle light is orange and flashes when the terminal does not successfully read a badge

The bottom light is orange and indicates whether the terminal is receiving power

## Badge Reader

May be a bar code, magnetic stripe, or proximity reader

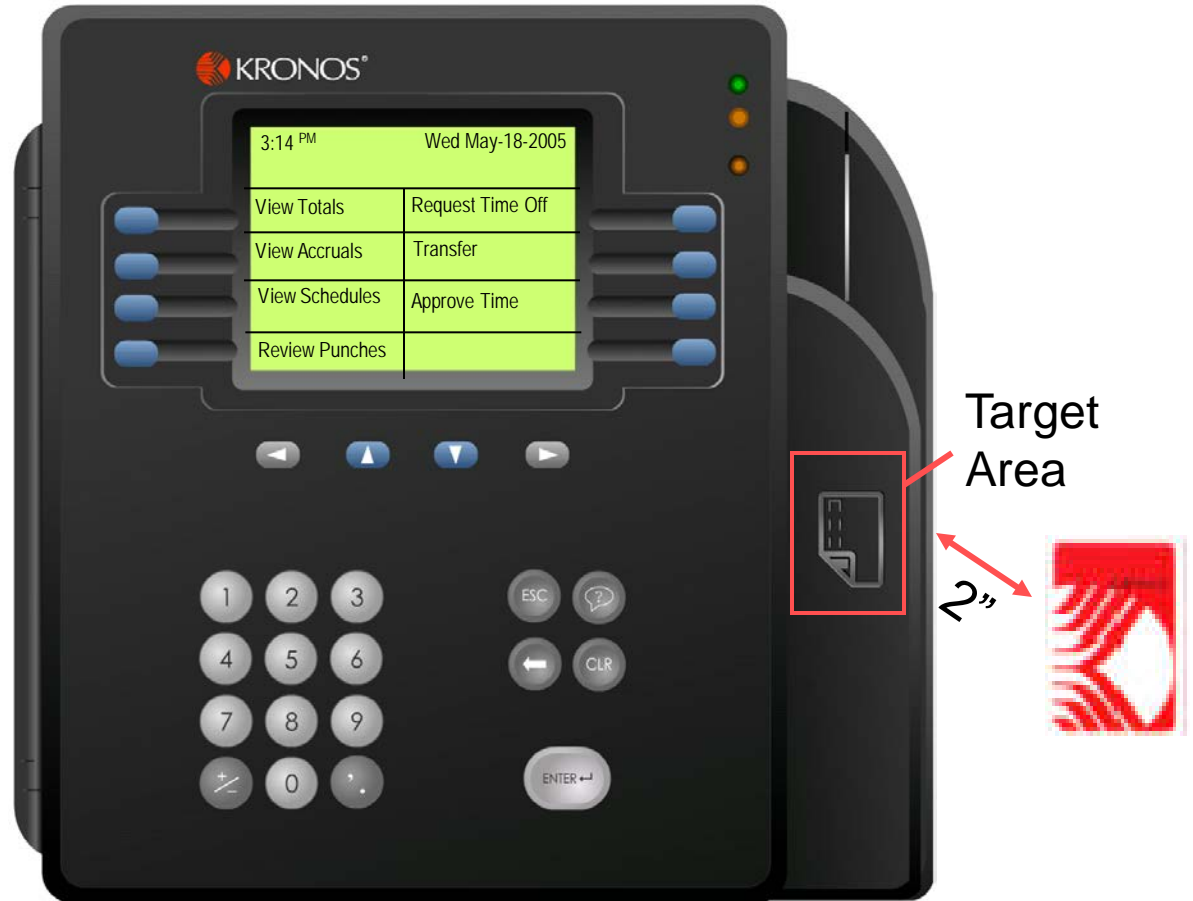
## ENTER Key

Press the ENTER key to save data that you enter on the keypad

# How to Use a Proximity Reader Badge

Terminal uses badges with a proximity reader:

- Hold the badge within 2 inches from the target area
- If the punch is successful, the terminal beeps once and the top status light flashes green



# How to Navigate, Select and Enter Data

This topic explains how to:

- Use navigation keys
- Locate the cursor
- Move the cursor
- Enter data
- Pick from a list
- Cancel a transaction



# Using the Navigation Keys

To select a soft key, press the blue button



# Using the Navigation Keys (con't)



If black up and down arrows are displayed on the terminal screen, use the Up and Down arrow keys to view more information

# Using the Navigation Keys (con't)



Some transactions include a scroll bar. Use the Up and Down arrow keys to move the scroll bar

# Locating the Cursor

Some transactions require that you enter or select data

The active text field has an outline of a box around it, and a cursor



# Moving the Cursor in a Field



To move the cursor in a text field, use the Left and Right arrows

# Moving the Cursor From Field to Field



To move the cursor to different fields, use the Up and Down arrow keys.

You can also press ENTER as long as the cursor is not located on the last field on the screen

# Entering Data

To enter data:

- Use the keypad to enter data in the text field and press ENTER or use the Up and Down arrows
- If you enter data in a field that already contains information, it is pushed to the right
- To remove individual characters, move the cursor to the right and press the Backspace key (←)
- To clear all data in a field, press the CLR key



# To Pick from a List

Some transactions let you make a selection from a list

- 1) If the LIST soft key appears in the lower right corner, press the corresponding blue button





# To Pick from a List (con't)

Some transactions let you make a selection from a list (continued):

- 2) When the list appears, use the Up and Down arrow keys to scroll through the list
- 3) To select from the list, press ENTER



# Canceling a Transaction

To cancel a transaction before you complete it

OR

To return to the previous screen without saving your changes:

- Press the ESC key



# How to Use Soft Keys

This topic explains how to use the following soft keys:

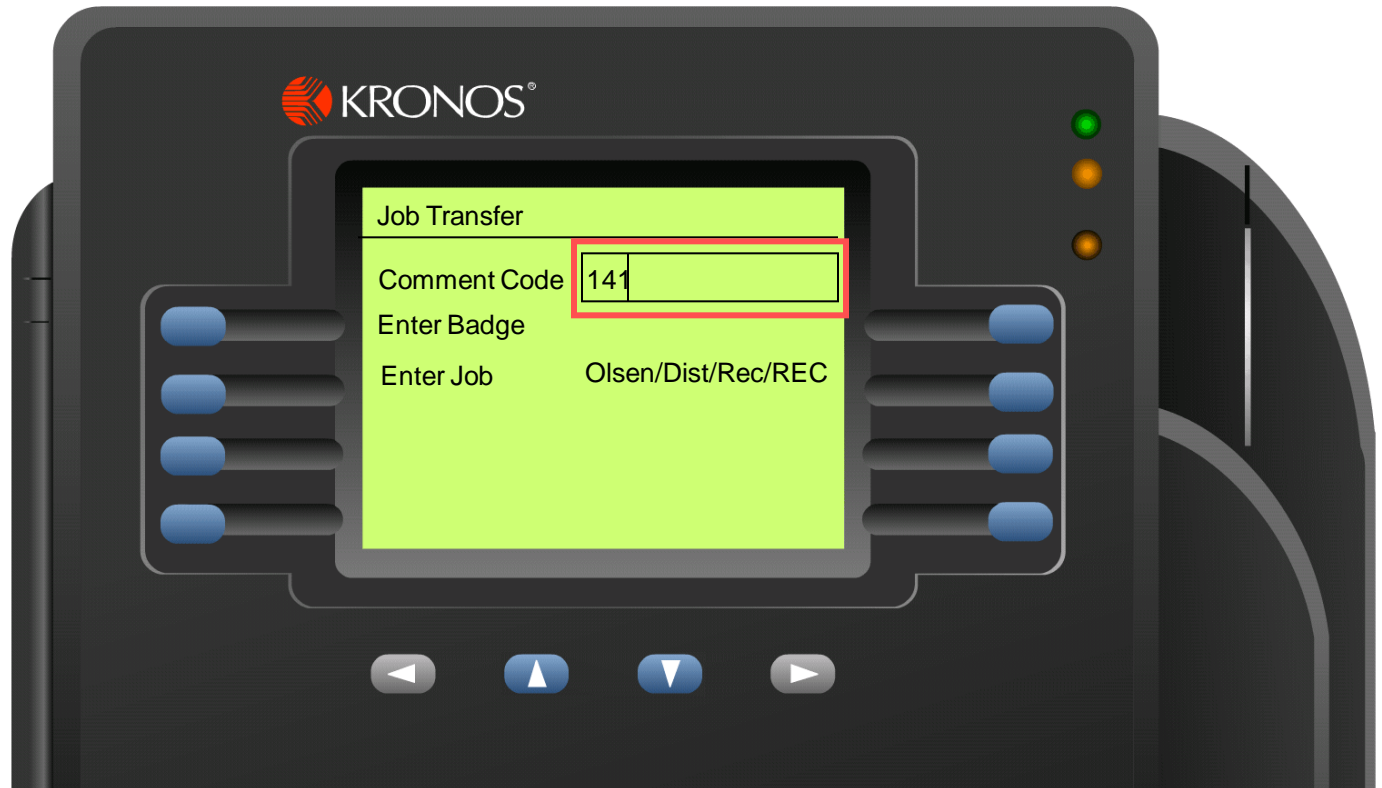
- Request Time Off
- View Accruals
- View Timecard
- Approve Timecard

# Transfer with Comment

- 1) Press the Transfer soft key
- 2) Accept or change the comment code. To change the comment, you must know the correct code number.
- 3) Swipe your badge or enter your PIN
- 4) Accept or change the job transfer.

To accept the job that is displayed, press ENTER.

To select a different job, press the LIST soft key.  
To select a job from the list, press ENTER.

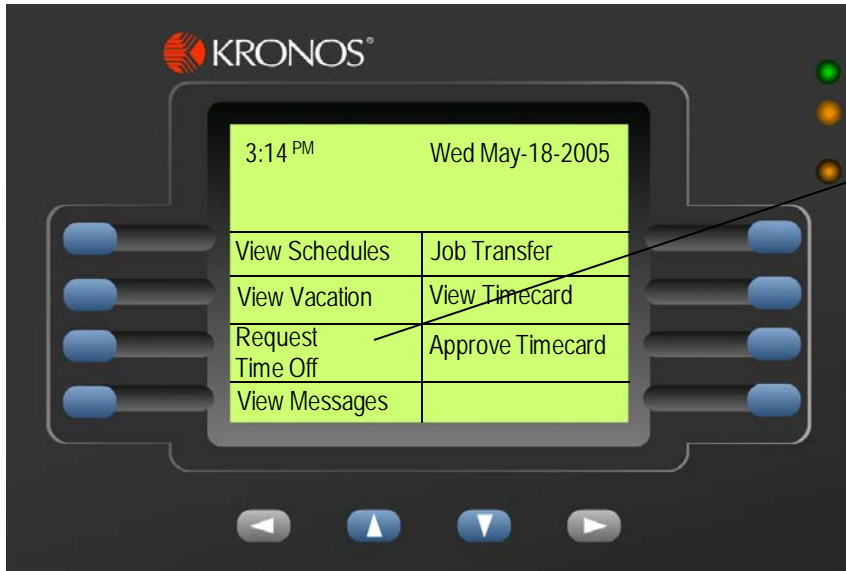


- 5) To accept the transfer, press ENTER.

- 6) The terminal responds with a message, such as:

```
Accepted
Job Transfer
Jane Fallon
Currently IN
Olsen/Dist/Rec/REC
Approved
2:30PM
Wed May-18-2005
```

# Request Time Off



- 1) Press the Request Time Off soft key
- 2) Swipe your badge or enter your PIN. Note how many hours of the type of leave you want to take are available.
- 3) Optionally, type the comment code, then press the Down arrow or ENTER. You must know the code number.
- 4) Enter the Leave Type code (the code appears next to the corresponding type of leave at the top of the form)
- 5) Enter the From and To dates in the format mm.dd.yyyy
- 6) Enter the total hours that you are requesting in the format hh:mm. The hours should be equal to or less than the balance that appears at the top of the form.
- 7) To submit the request, press ENTER

Identifies the Leave Type code that you enter next to the Leave Type prompt

Identifies how many hours of leave are available

### Time Off Request

**Current Balances**

Floating Holiday (101):	16
Personal Day (201):	01
Vacation (301):	170

---

Comment Code:

---

**Leave Information**

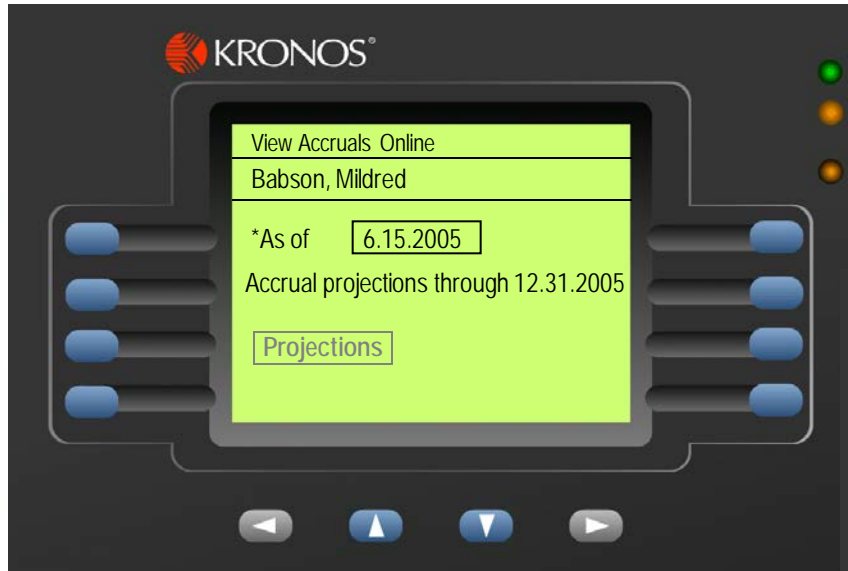
Leave Type:

From Date:   
MM.dd.YYYY

To Date:   
MM.dd.YYYY

Hrs/Day (00:00):

# View Accruals Online

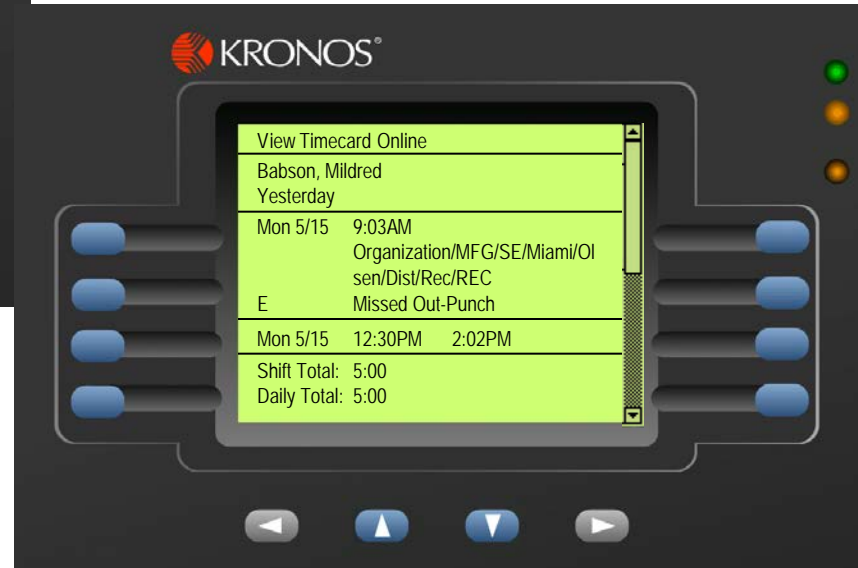


- 1) Press the View Accruals Online soft key.
- 2) Swipe your badge or enter your PIN.
- 3) To accept the default As of date, press ENTER. The cursor moves to the Projections button.

To specify a date in the future, enter the date in the format mm.dd.yy. You cannot enter a date later than the **Accrual projections through xx.xx.xx** date. Press ENTER. The cursor moves to the Projections button.

- 4) When the Projections button is selected, press ENTER. Accruals information appears in alphabetical order. To scroll, use the up and down arrow keys.

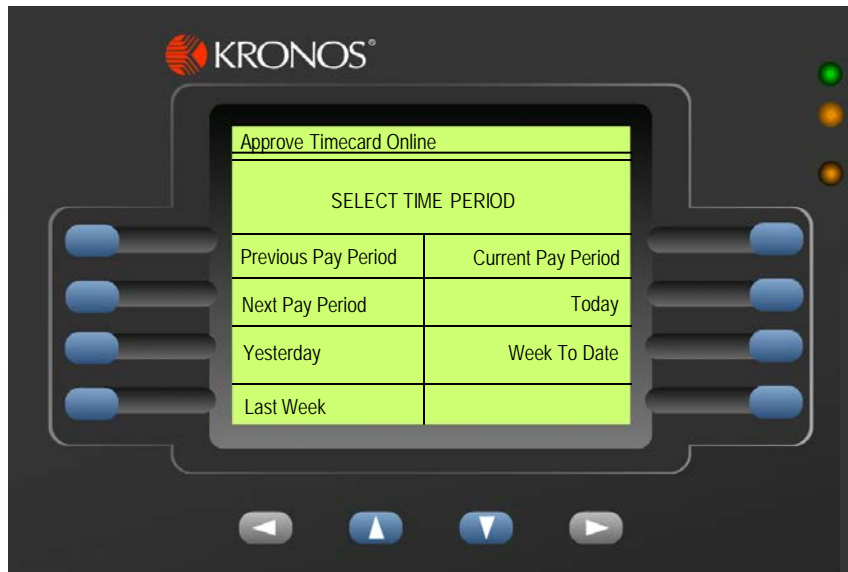
# View Timecard Online



- 1) Press the View Timecard Online soft key.
- 2) Swipe your badge or enter your PIN.
- 3) To select a time period, press the soft key that corresponds to the period of time for which you want to view timecard information.
- 4) If there is no information to show, a message tells you this.

If information is available, the timecard appears. To scroll, use the up and down arrow keys.

# Approve Timecard Online



- 1) Press the Employee Approve Timecard soft key.
- 2) Swipe your badge or enter your PIN.
- 3) To select a time period, press the soft key that corresponds to the period of time you want to approve.
- 4) If there is no information to show, a message tells you this. Otherwise, the timecard appears.
- 5) If you have not yet approved the timecard, the prompt **Approve** appears. To approve the timecard, press ENTER.

The message **Timecard successfully approved** appears.



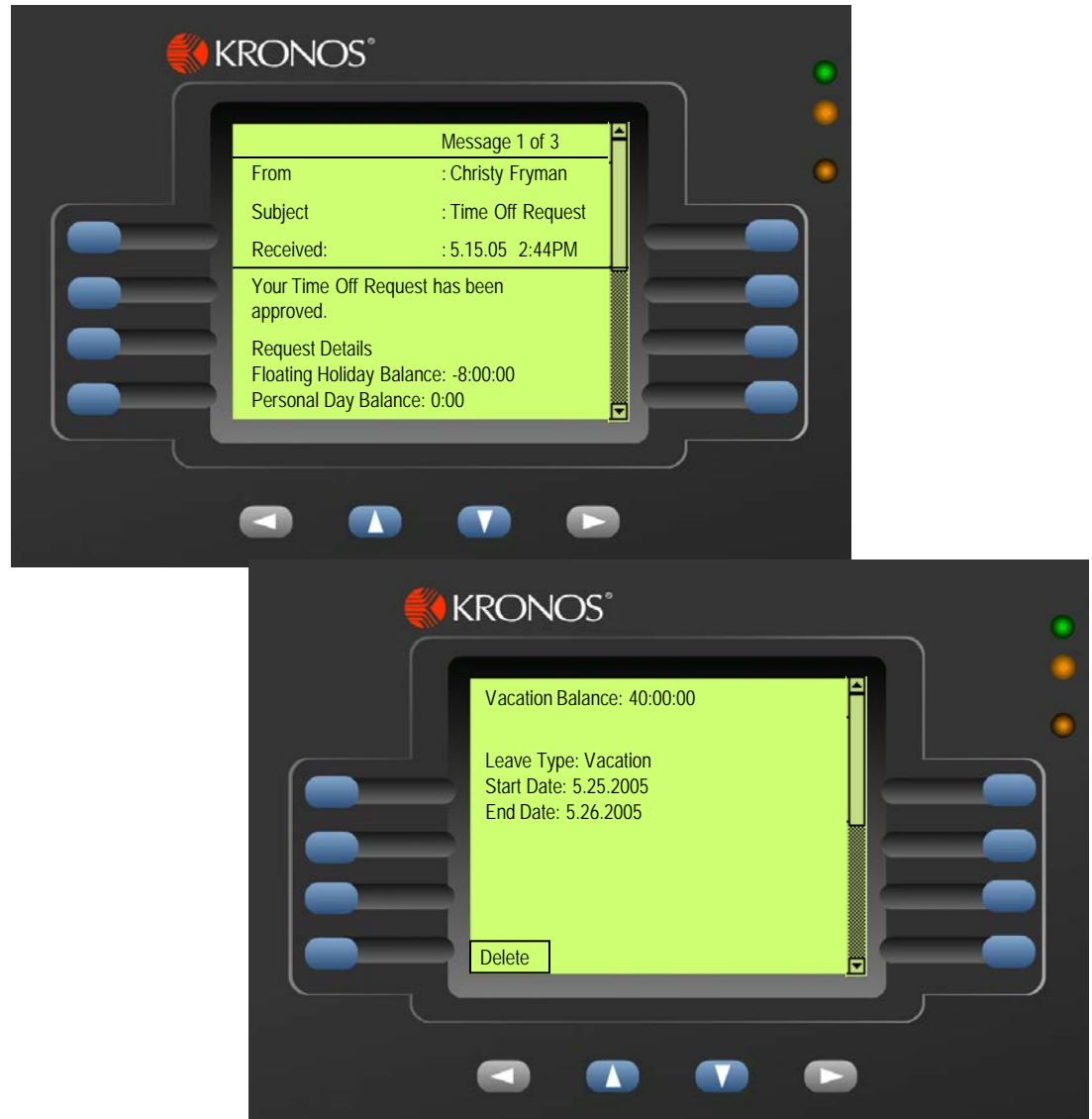
If you have already approved the timecard, the prompt **Remove Approval** appears. To remove your approval, press ENTER.

The message **Approval removed** appears.



# View Messages

- 1) Press the View Messages soft key
- 2) Swipe your badge or enter your PIN
- 3) The terminal responds by displaying information
- 4) To move the scroll bar down, press the Down arrow key
- 5) To delete the message, press the Delete soft key



# What Happens if My Punch is Rejected?

This topic explains different types of errors:

- Error reading badge
- Unknown home employee
- Punch rejected

# Error Reading Badge



Possible reasons for this error:

- You may not have swiped the badge properly, from top to bottom. Try again.
- If you are swiping correctly and continue to see this error, the quality of the badge may be the problem. Contact your system administrator.

# Unknown Home Employee



Possible reasons for this error:

- You are a new employee and your information has not been sent to the terminal yet. Contact your system administrator.
- You recently replaced your badge. Your new badge number has not been sent to the terminal yet. Contact your system administrator.

# Punch reject (xxx)



## Possible reasons for this error:

- You entered a punch earlier than what your schedule permits (109)
- You entered a punch later than what your schedule permits (110)
- Your punch interpretation rule has not been sent to the terminal. Contact your system administrator (102)
- Unscheduled IN punch (108). The terminal does not have a valid schedule for you; see your system administrator.

Questions?