

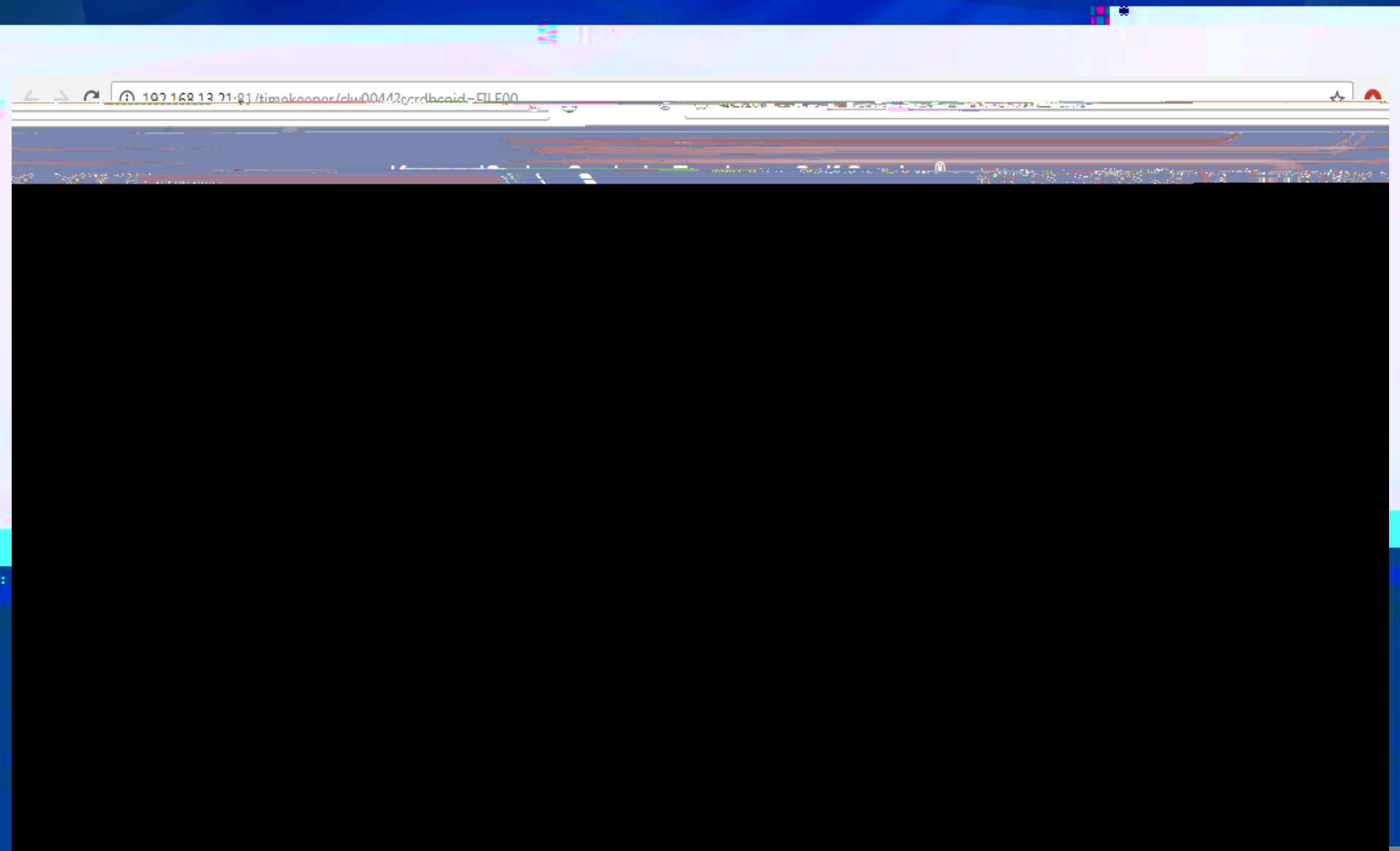
KRONOS
TIME SHEET
INQUIRY
TRAINING

Please save this link to your favorites
for quick access.

Below is the featured link to view your time sheet.



- 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



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

The screenshot displays a web-based interface for a Timecard Inquiry system. At the top, there are navigation tabs for "Timecard Inquiry", "Schedules", and "Accruals". Below this, the user's name "Michelle L. Harris" and ID "303902876 / 546073" are visible. The main area contains a table with columns for "Day", "In Date", "In Time", "Actual Out Time", "Actual Punch Hours", "Pay Code", "Suff. Code", "Suff. Hours", "Hours", "Level", "Notes", and "Labor Levels".

Overlaid on the table is a diagram titled "7-minute Rounding Rule". The diagram shows a horizontal timeline with two vertical lines representing punch times. The area between the lines is divided into 7-minute intervals. Blue arrows point from the start of each interval to the end of the interval, illustrating how the system rounds the total time to the nearest 7-minute mark.

At the bottom of the screen, there is a summary bar with the text "Pay Code Hours Breakdown" and a value of "414: 3.00".

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

The screenshot displays a software interface for a 'Timecard Inquiry'. At the top, there are navigation tabs for 'Timecard Inquiry', 'Schedules', and 'Accruals'. The 'Accruals' tab is selected. Below the tabs, the employee's name 'Michelle L. Harris' and ID '303902876 / 546073' are visible. A search bar contains the text 'Michelle L. Harris'. The main area features a table with columns for 'Day', 'In Date', 'In Time', 'Actual Out Time', 'Actual PUNCH Hours', 'Actual Pay Code', 'Sched. Code', 'Sched. Hours', 'Hours', 'Level', 'Scheduled', 'Approval', and 'Labor Levels'. The table contains one row of data for 'Monday' with an 'In Date' of '10/27/2014', 'In Time' of '07:00', and 'Actual PUNCH Hours' of '3.00'. At the bottom of the screen, a summary bar shows 'Total: 3.00' and a 'Pay Code Hours Breakdown' table with a total of '414: 3.00'.

Day	In Date	In Time	Actual Out Time	Actual PUNCH Hours	Actual Pay Code	Sched. Code	Sched. Hours	Hours	Level	Scheduled	Approval	Labor Levels
Monday	10/27/2014	07:00		3.00								

Total: 3.00

Pay Code Hours Breakdown	
414: 3.00	

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

