Quick Reference Guide: UKG Kronos Dimensions Clock IN and OUT - Timekeeping for Non-Exempt Associates and Contractors (rev. 04/29/22)

Overview:

This Quick Reference Guide (QRG) will provide step-by-step instructions to non-exempt associates and contractor on how to Clock In, Meal Out, Meal In, and Clock Out using the UKG Kronos Dimensions timeclock system.

Note: When we refer to your "badge" in the following document, please note this is your **Adventist Health Identification Badge** (with your Name, Title, Department Name and Picture). Holding both your AH ID badge as well as your key card (door access) up to the proximity reader may cause issues. Please use <u>only your AH ID badge</u> for clocking.

CLOCK IN

Perform the following steps to clock in at the start of your shift:

1. Press the '**IN**' button on the timeclock
2. Tap your **badge** to the proximity reader
    Note: The proximity reader is located in the top right corner of the timeclock

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3. To confirm your punch was successful:
    - There will be a green light in the top right corner of the clock (near the proximity reader)
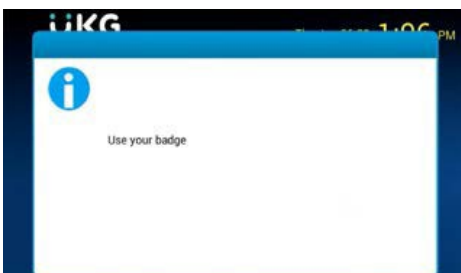   - There will be a pop-up notification on the screen that says **Accepted**

Note: If you are unsure if your punch was successful, you can click the **View Timecard Online** button on the clock to view all time entries thus far in the pay period –

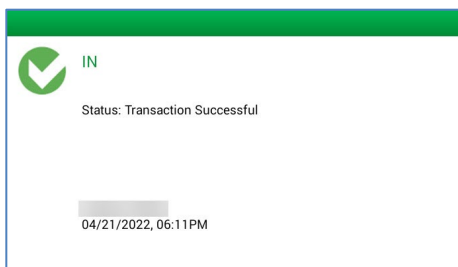<mark>Please wait 2 minutes to check punch on timecard</mark>

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MEAL OUT

Perform the following steps to clock for MEAL OUT:

3. Press the '**MEAL OUT**' button on the timeclock
4. Tap your **badge** to the proximity reader
   Note: The proximity reader is located in the top right corner of the timeclock

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4. To confirm your punch was successful:
   - There will be a green light in the top right corner of the clock (near the proximity reader)
   - There will be a pop-up notification on the screen that says **Accepted**

Note: If you are unsure if your punch was successful, you can click the **View Timecard Online** button on the clock to view all time entries thus far in the pay period –

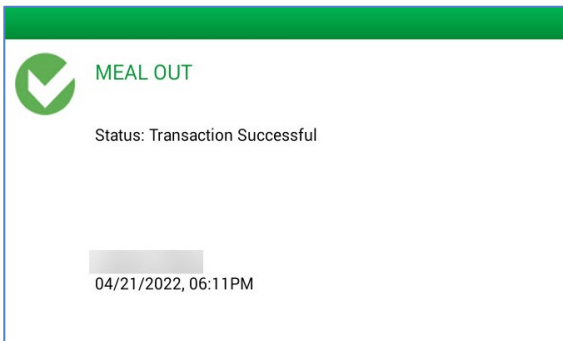**<mark>Please wait 2 minutes to check punch on timecard</mark>**

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MEAL IN

Perform the following steps to clock for MEAL IN:

5. Press the '**MEAL IN**' button on the timeclock
6. Tap your **badge** to the proximity reader
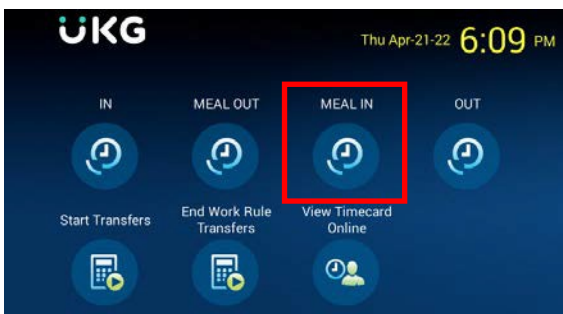   **Note:** The proximity reader is located in the top right corner of the timeclock

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5. To confirm your punch was successful:
   - There will be a green light in the top right corner of the clock (near the proximity reader)
   - There will be a pop-up notification on the screen that says **Accepted**

Note: If you are unsure if your punch was successful, you can click the **View Timecard Online** button on the clock to view all time entries thus far in the pay period –

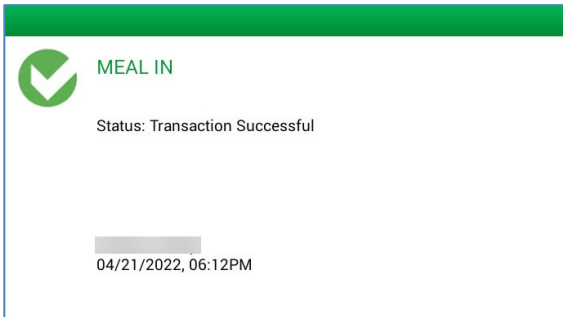<mark>Please wait 2 minutes to check punch on timecard</mark>

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CLOCK OUT

Perform the following steps to CLOCK OUT at the end of your shift:

7. Press the '**OUT**' button on the timeclock
8. Tap your **badge** to the proximity reader
   Note: The proximity reader is located in the top right corner of the timeclock

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6. To confirm your punch was successful:
   - There will be a green light in the top right corner of the clock (near the proximity reader)
   - There will be a pop-up notification on the screen that says **Accepted**

Note: If you are unsure if your punch was successful, you can click the **View Timecard Online** button on the clock to view all time entries thus far in the pay period –

<mark>**Please wait 2 minutes to check punch on timecard**</mark>
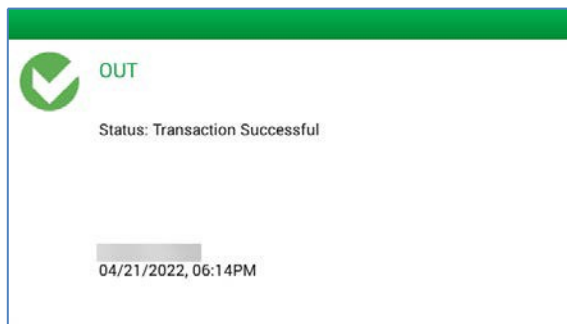

1.
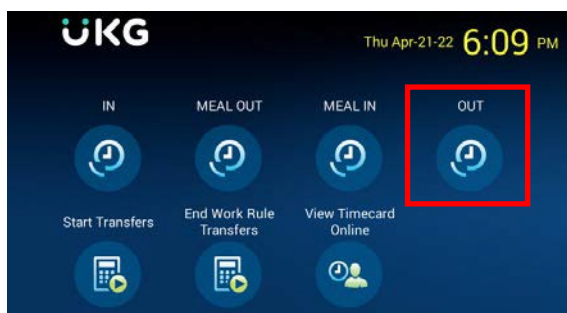
2.

3.

After successfully clocking out, you will be prompted to complete the attestation process. You can find the attestation QRG on the Human Performance Contact Center.