

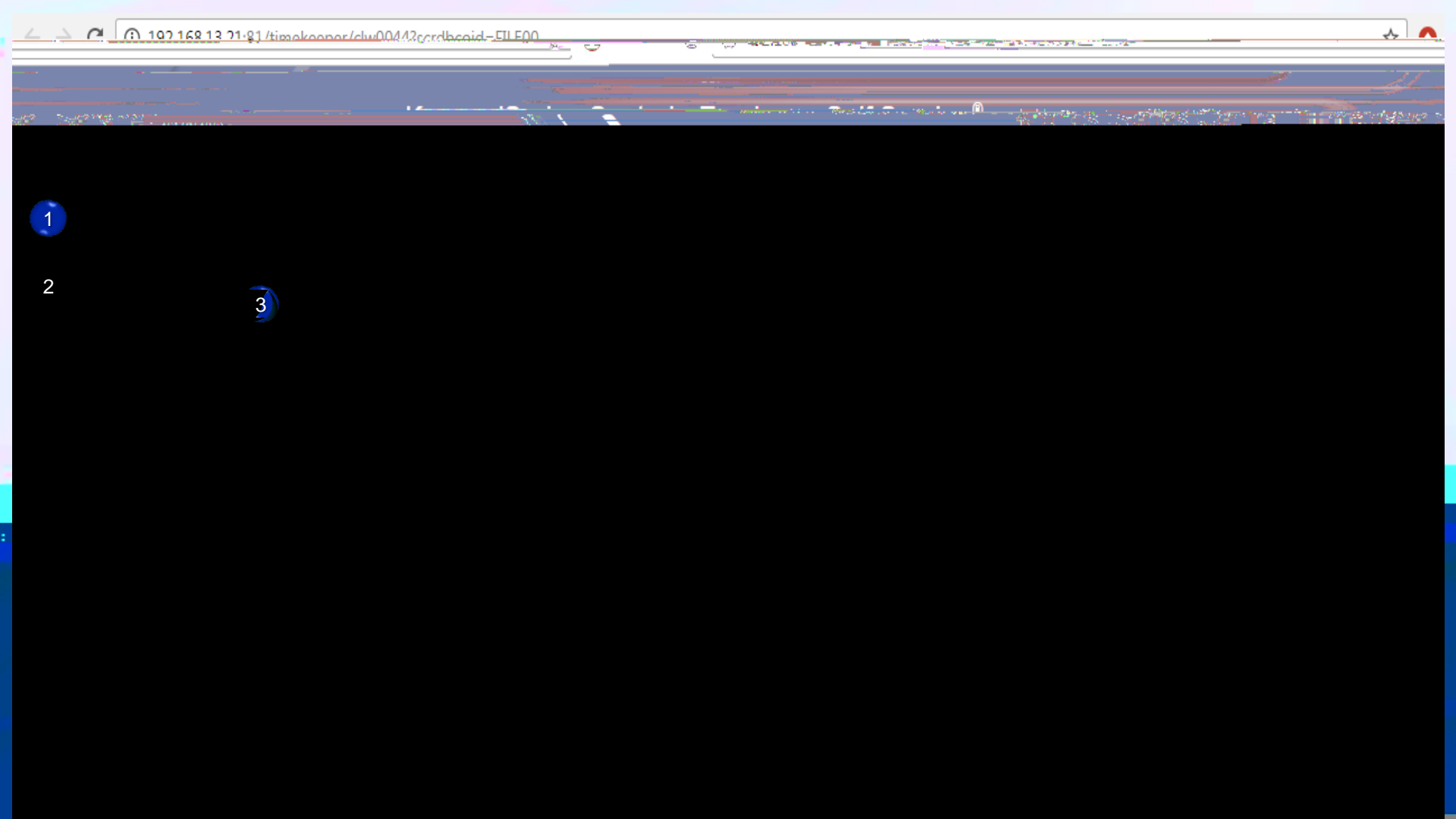
KRONOS  
TIME SHEET  
INQUIRY  
TRAINING

Please save this link to your favorites  
for quick access.

Below is the fastest 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 leave blank and hit enter it will prompt you to create your pin. This can only be a four digit pin number
  3. If PIN is established, type in pin and hit enter or click the blue arrow box at the end of PIN.



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

Timecard Inquiry | Schedules | Accruals

Timecard Inquiry

Name & ID/Bar

Position to date

Return Select Actions View

Day	In Date	In Time	Out Time	Actual Hours	Actual Hours	Actual Hours	Pay Code	Stff. Code	Stff. Hours	Hours	Level	Notes	Scheduled	Approval	Labor Levels	

### 7-minute Rounding Rule

Swing	Rounded
00:00	00:00
00:01	00:00
00:02	00:00
00:03	00:00
00:04	00:00
00:05	00:00
00:06	00:00
00:07	00:01
00:08	00:01
00:09	00:01
00:10	00:01
00:11	00:01
00:12	00:01
00:13	00:01
00:14	00:01
00:15	00:01
00:16	00:01
00:17	00:01
00:18	00:01
00:19	00:01
00:20	00:02
00:21	00:02
00:22	00:02
00:23	00:02
00:24	00:02
00:25	00:02
00:26	00:02
00:27	00:02
00:28	00:02
00:29	00:02
00:30	00:03
00:31	00:03
00:32	00:03
00:33	00:03
00:34	00:03
00:35	00:03
00:36	00:03
00:37	00:03
00:38	00:03
00:39	00:03
00:40	00:04
00:41	00:04
00:42	00:04
00:43	00:04
00:44	00:04
00:45	00:04
00:46	00:04
00:47	00:04
00:48	00:04
00:49	00:04
00:50	00:05
00:51	00:05
00:52	00:05
00:53	00:05
00:54	00:05
00:55	00:05
00:56	00:05
00:57	00:05
00:58	00:05
00:59	00:05

Total: 3.00

Pay Code Hours Breakdown

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 navigation, the user's name 'Michelle L. Harris' and ID '303902876 / 546073' are visible. A search bar is present with the text 'Position to date'. The main area contains a table with the following columns: Day, In Date, In Time, Actual Out Time, Actual PUNCH Hours, Actual Pay Code, Staff Code, Staff Hours, Hours, Level, Scheduled, Approval, and Labor Levels. The table shows data for a specific day, with a total of 3.00 hours. At the bottom, a summary row shows 'Total: 3.00' and a 'Pay Code Hours Breakdown' table with the entry '414 3.00'.

Day	In Date	In Time	Actual Out Time	Actual PUNCH Hours	Actual Pay Code	Staff Code	Staff Hours	Hours	Level	Scheduled	Approval	Labor Levels
				3.00			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.

