

# Kronos 4500 Employee Features Guide



## Punching In and Out

1. Biometric Timeclocks: At the "**Time and Date**" prompt, type in your **Badge ID** and press the **Enter** button, then place your enrolled finger on the scanner. When your finger is accepted, the timeclock displays the punch details.
2. Badge Entry timeclocks: At the "**Time and Date**" prompt, **Swipe your Badge** or enter your **Badge ID** and press the **Enter** button. When your badge is accepted, the timeclock displays the punch details.

**Note:** If you want to an explicit In or Out Punch, press the appropriate soft key prior to swiping your badge/entering your ID number.

## Entering a Labor Transfer

1. Press the **Appropriate** soft key.
2. Enter the **assigned value** for the labor transfer that you wish to perform for each level that you are prompted (or select the values from the displayed list after pressing the bottom right soft key). Press **Enter** after each.
3. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.
4. When your badge is accepted, the timeclock displays the punch details  
**Result:** Your punch is forwarded to the new labor category, and the time and date prompt is redisplayed



# Kronos 4500

## Employee Features Guide

### Entering a Delayed Labor Transfers

1. Press the **Appropriate** soft key.
2. At the Edit Date Prompt, enter the date on which you want the transfer to take place, then press **ENTER**.
3. At the Edit Time Prompt, enter the time (24-hour Format) at which you want the transfer to take place, then press **ENTER**.
4. Enter the **assigned value** for the labor transfer that you wish to perform for each level that you are prompted (or select the values from the displayed list after pressing the bottom right soft key). Press **Enter** after each.
5. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.
6. When your badge is accepted, the timeclock displays the punch details  
**Result:** Your delayed labor transfer punch is submitted, and the time and date prompt is redisplayed

### Punch Out for Lunch

1. Press the **Appropriate** soft key.
2. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.
3. When your badge is accepted, the timeclock displays the punch details.  
**Result:** Your punch is submitted as a lunch out, and the time and date prompt is redisplayed.

### Entering Supplemental Earnings

1. Press the **Appropriate** soft key.
2. Enter the amount (in decimal format) for each supplemental earnings category that you are prompted (or enter 0 if none). Press **ENTER** after each.
3. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.
4. When your badge is accepted, the timeclock displays the punch details  
**Result:** Your punch is submitted as an out punch, along with the supplemental earnings amounts entered, and the time and date prompt is redisplayed



# Kronos 4500 Employee Features Guide

## How to View Your Last Punch

1. Press the **Appropriate** soft key.
2. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.**Result:** The details of your last punch display. After a few seconds, the “Enter Badge/Finger” prompt is redisplayed.

## Entering Non-Worked Hours with Earnings Code

1. Press the **Appropriate** soft key.
2. At the Edit Date Prompt, enter the date for the non-worked hours, then press **ENTER**.
3. At the Enter Hours Prompt, enter the number of non-worked hours (in hh:mm format), then press **ENTER**.
4. At the Earnings Code, enter the value for the non-worked hours (or select the value from a displayed list after pressing the bottom right soft key), then press **ENTER**.
5. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.
6. When your badge is accepted, the timeclock displays the punch details  
**Result:** Your non-worked hours are submitted

## How to View Your Current or Next Schedule

1. Press the **Appropriate** soft key.
2. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.**Result:** If the Current Schedule function was selected, the details of the schedule for which you are currently punched in displays. If the Next Schedule function was selected, a list of up to seven of your next scheduled days displays. Press the Up or down arrow to move back or forward through the list. The display clears when you are done.



# Kronos 4500 Employee Features Guide

## How to View a List of Your Recent Punches

1. Press the **Appropriate** soft key.
2. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.

**Result:** A list of punches entered over the previous 12 hours displays. Press the Up or down arrow to move back or forward through the list. The display clears when you are done.

## How to View Your Benefit Accrual Balances

3. Press the **Appropriate** soft key.
4. At the Enter Badge ID prompt, swipe your badge or enter your ID Number and Press Enter.
  - If enrolled for fingerprint, present finger.

**Result:** A list of your benefit accrual balances displays. Press the Up or down arrow to move back or forward through the list. The display clears when you are done.

**Note:** Before some features can be used, the clock button must be activated in ADP Timeclock Manager (non-hosted) -or- Timeclock Profile (Hosted Only)