

# Kronos 4500 and Intouch – Adding Employees to Timeclock Groups

## Overview

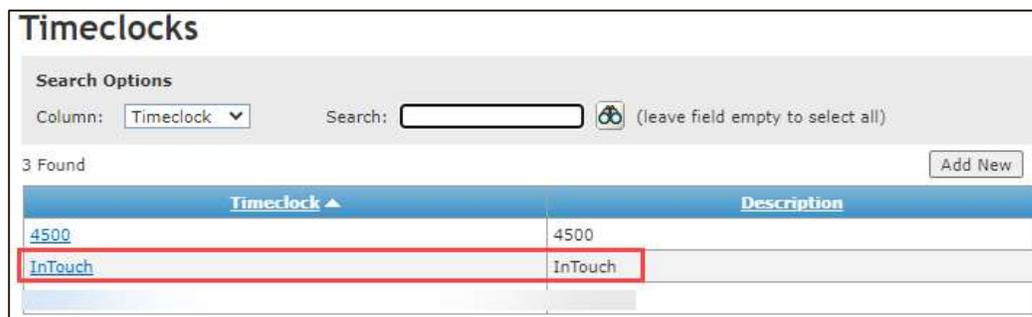
- Kronos 4500 and Intouch timeclocks require employees to be manually assigned to the timeclock and/or timeclock group
- Groups are helpful if Employees can clock in on more than one timeclock.

## Adding Employees to Timeclocks

1. Navigate to ezlaborManager: **Setup > Timeclocks.**



2. Click the **Name of the Clock** to access Employee Assignment.



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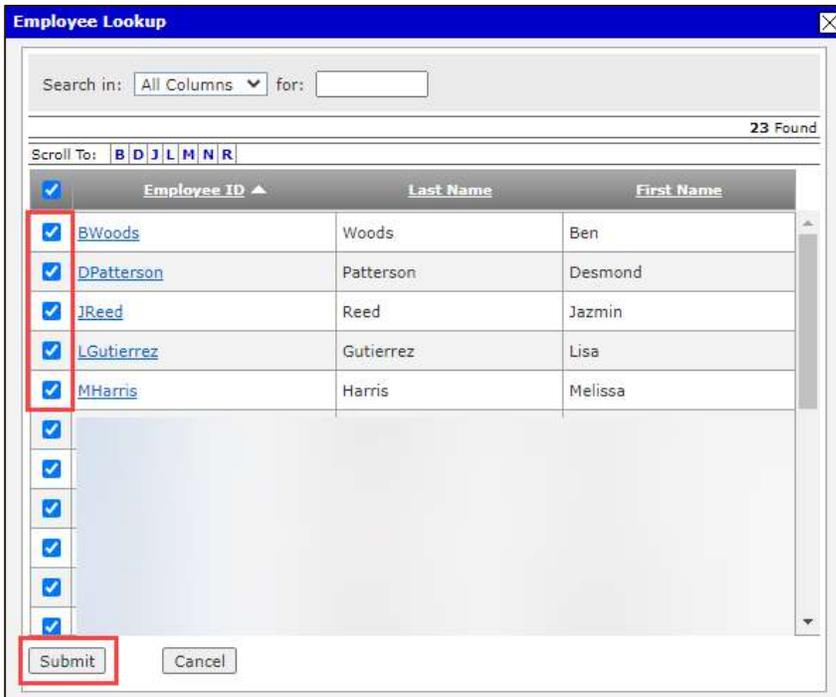
3. Select **Assign Additional Employees**.



[Assign Additional Employees](#)

Submit Delete Cancel

4. Select **employees** to add to this timeclock and hit **Submit**.



**Employee Lookup**

Search in: All Columns for:

23 Found

Scroll To: B D J L M N R

<input checked="" type="checkbox"/>	Employee ID ▲	Last Name	First Name
<input checked="" type="checkbox"/>	<a href="#">BWoods</a>	Woods	Ben
<input checked="" type="checkbox"/>	<a href="#">DPatterson</a>	Patterson	Desmond
<input checked="" type="checkbox"/>	<a href="#">JReed</a>	Reed	Jazmin
<input checked="" type="checkbox"/>	<a href="#">LGutierrez</a>	Gutierrez	Lisa
<input checked="" type="checkbox"/>	<a href="#">MHarris</a>	Harris	Melissa
<input checked="" type="checkbox"/>			

Submit Cancel

5. From the Timeclocks page, hit **Submit** to finalize.



<input type="checkbox"/>	22			
<input type="checkbox"/>	23			
<input type="checkbox"/>	24	BWoods	Woods	Ben

[Assign Additional Employees](#)

Submit Cancel

# Kronos 4500 and Intouch – Adding Employees to Timeclock Groups

## Adding Employees to Timeclock Groups

Best used when there is more than one Kronos clock in which employees can use for time tracking

1. Navigate to ezLaborManager: **Setup > Timeclock Groups**.



2. If no timeclock group is already created, select **Add New**.



3. Enter Name and Description for the New Timeclock Group.



# Kronos 4500 and Intouch – Adding Employees to Timeclock Groups

- From the Timeclocks assigned to Timeclock Group tab, select **Assign Additional Timeclocks**.



Timeclock Group: Timeclock Group  
Description: Timeclock Group

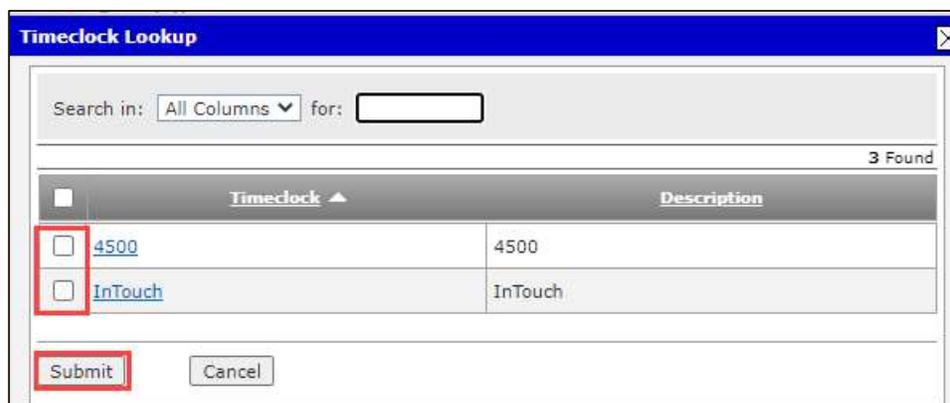
Timeclocks assigned to Timeclock Group | Employees assigned to Timeclock Group

Delete	Row	Timeclock	Description

[Assign Additional Timeclocks](#)

Submit Delete Cancel

- From the Timeclock Lookup window, select **timeclock(s)** and select **Submit**.



Timeclock Lookup

Search in: All Columns for:

3 Found

	Timeclock	Description
<input type="checkbox"/>	4500	4500
<input type="checkbox"/>	InTouch	InTouch

Submit Cancel

- From the Employees assigned to Timeclock Group tab, select **Assign Additional Employees**.



Timeclocks assigned to Timeclock Group | Employees assigned to Timeclock Group

0 Found

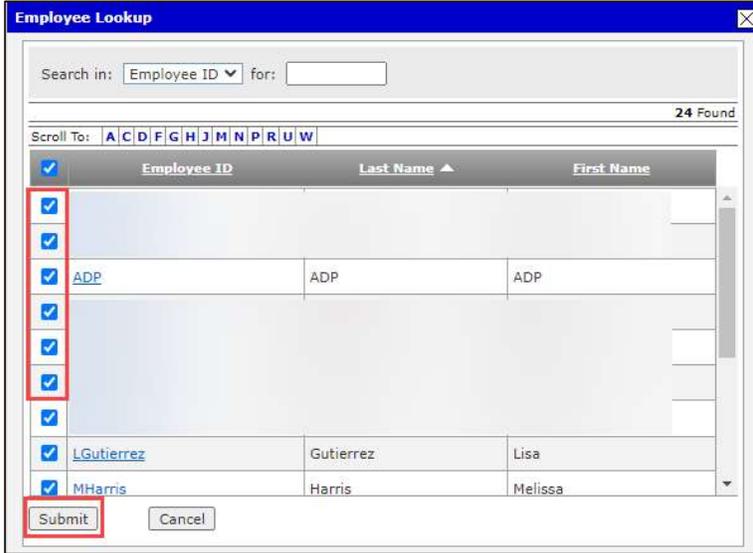
Delete	Row	Employee ID	Last Name	First Name

[Assign Additional Employees](#)

Submit Delete Cancel

# Kronos 4500 and Intouch – Adding Employees to Timeclock Groups

- From the Employee Lookup window, choose **Employee(s)** and select **Submit**.



The screenshot shows the 'Employee Lookup' window. At the top, there is a search bar with 'Employee ID' selected in the dropdown and an empty input field. Below the search bar, it says '24 Found'. A 'Scroll To:' bar contains letters A through W. A table lists employees with columns for 'Employee ID', 'Last Name', and 'First Name'. Several rows have checkboxes in the left margin, with a red box highlighting a vertical column of these checkboxes. At the bottom left, the 'Submit' button is highlighted with a red box.

Employee ID	Last Name	First Name
ADP	ADP	ADP
LGutierrez	Gutierrez	Lisa
MHarris	Harris	Melissa

- From the Timeclock Groups page select **Submit** to complete creation and assignments.



The screenshot shows a table with three rows. The first two rows have empty cells, and the third row contains 'BWoods', 'Woods', and 'Ben'. Below the table, there is a link 'Assign Additional Employees' and three buttons: 'Submit', 'Delete', and 'Cancel'. The 'Submit' button is highlighted with a red box.

<input type="checkbox"/>	22		
<input type="checkbox"/>	23		
<input type="checkbox"/>	24	BWoods	Woods Ben

## Verify Employee Assignment Update

With our Kronos timeclocks once employees have been assigned to Timeclock or a Timeclock Group a validation data activity is created. This must be completed before attempting enrollment.

- Navigate to ezLaborManager: **Setup > Hosted Timeclock Configuration**.



The screenshot shows the 'Setup' menu in ezLaborManager. The 'Setup' button is highlighted with a red box. Below it, a list of menu items is shown: 'Employees', 'Terminated Employees', 'Timeclocks', 'Timeclock Groups', and 'Hosted Timeclock Configuration'. The 'Hosted Timeclock Configuration' item is highlighted with a red box.



# Kronos 4500 and Intouch – Adding Employees to Timeclock Groups

- From the Timeclock Configuration page select **View Activity**.

Status	Description (ID)	Model	Profile	Last Upload	Last Activity	Action
	InTouch (InTouch)	4500	4500 Basic Timeclock – Swipe and Go to record your time			
	Training (Training)	4500	QuickPunch Enabled with In and Out Soft Keys – Biometric finger Scan configuration PST			
	4500 (4500)	4500	4500 QuickPunch Enabled – Biometric finger Scan configuration			

**View Activity**

Edit Timeclock

Edit Timeclock Profile

- Review Validation Data and ensure it shows Complete before enrollment.

451553464	12/20/2022 07:43:37 AM PST	Download	<b>Complete - Validation Data</b>
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**Note:** If this activity is missing, please visit our Download Employee Data (Kronos) document to submit.