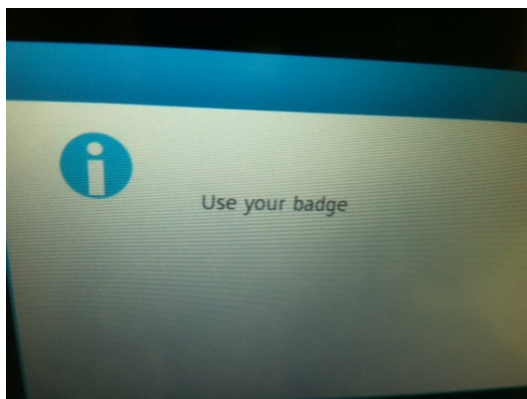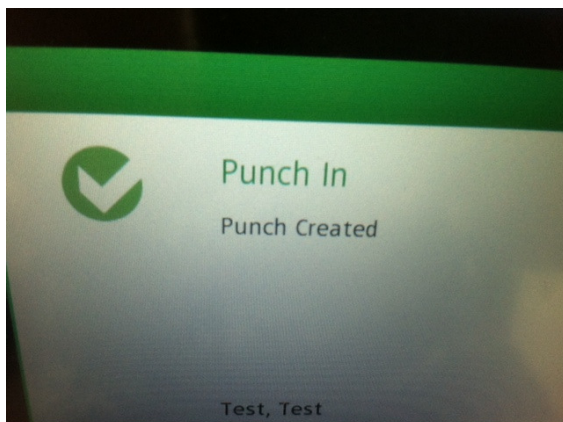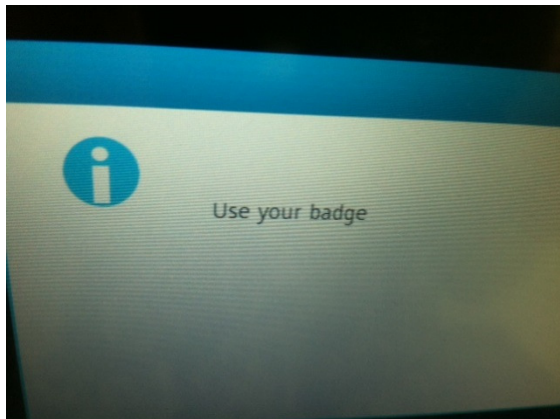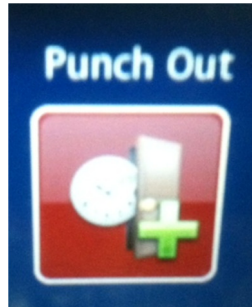# Kronos Quick Start Guide to Time Clocks

To clock IN, use the PUNCH IN button, then swipe your badge when prompted to do so:
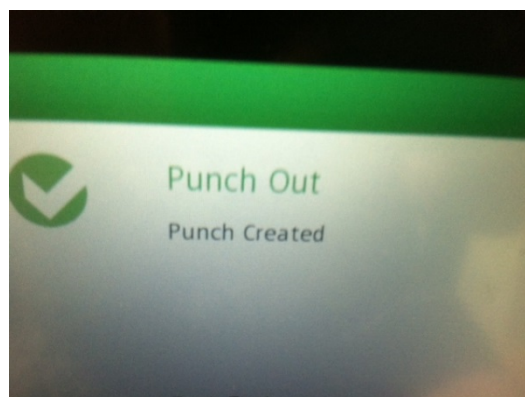

If the punch is accepted by the time clock, you will get the following message and the clock will flash a green light and chime:

To clock OUT for the day, use the PUNCH OUT button and then swipe your badge when prompted:

If the punch is accepted by the time clock, you will get the following message and the clock will flash a green light and chime:
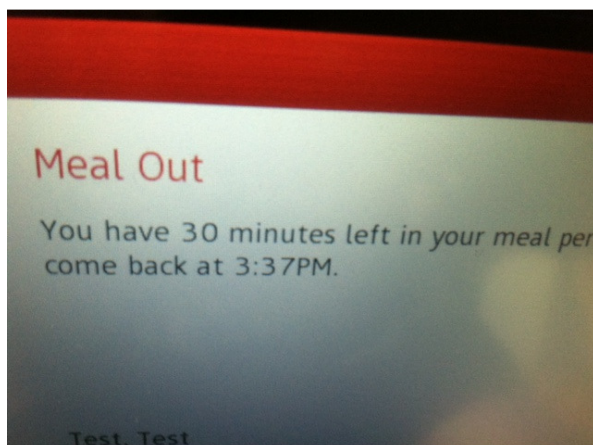
To Punch In/Out for Meal Breaks:

Use the Meal Out when leaving for your meal break, and the Meal In button when returning from your meal break. (Soft-key, followed by badge-swipe as shown previously)

If you try to return prior to your 30 minute minimum meal break, the system will let you know how many minutes are left before you should try again:
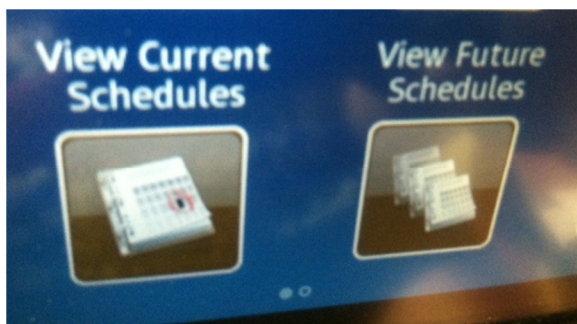
If you waived your minimum meal period voluntarily and a meal penalty/bonus was applied, you can cancel the meal penalty/bonus by clicking on the Cancel Meal button.
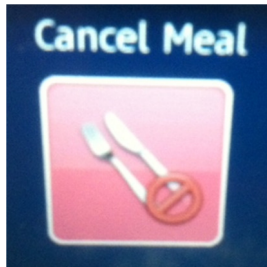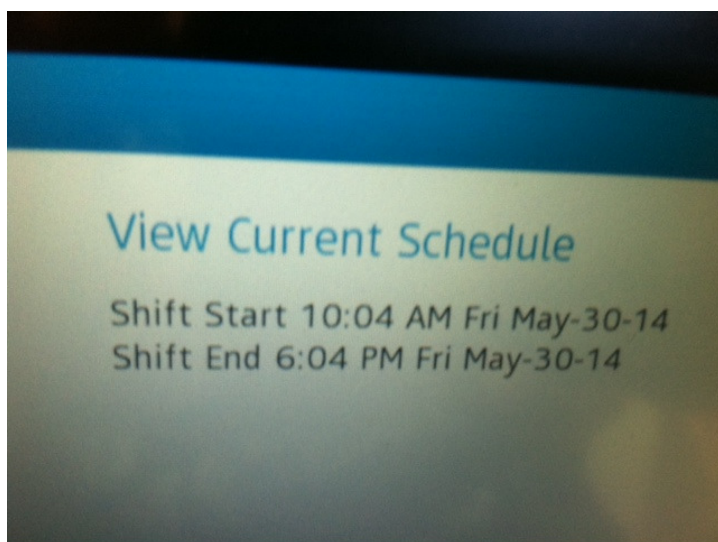

You must do this on the same day in which you incurred the meal penalty/bonus.

If you want to view your schedule, Use the View Current/Future Schedules button:
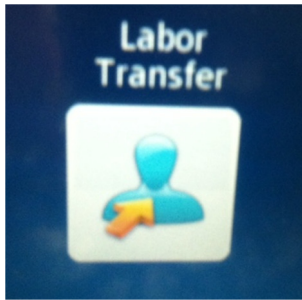

If a schedule exists in the system, it will be displayed:

Labor Transfers

If you work for multiple departments, you will need to transfer time whenever you work for anyone other than your primary job. To punch IN for a secondary position and transfer time, you will use the **"Labor Transfer"** button *instead* of the *"Punch IN"* button:

A Labor Transfer consists of three components: Department/Supervisor/RateCode.

Contact your supervisor or Kronos Support at timekeeping@apu.edu if you do not know the information needed for the transfer.
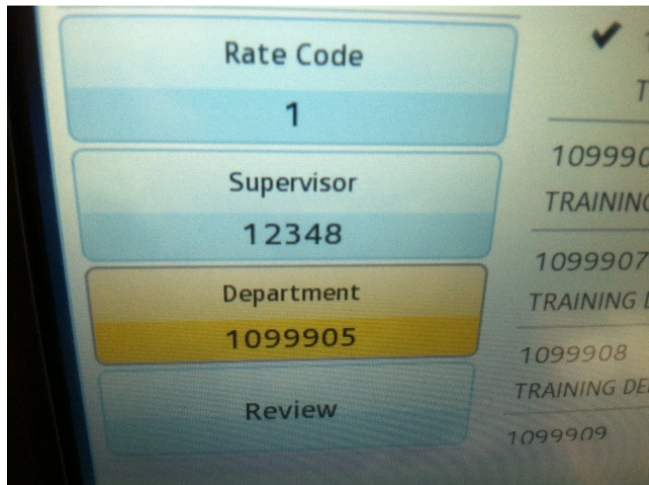
First select the rate code for the job you are transferring time to. The rate code tells the system which job and hourly rate to use. It is important to select the right rate code.
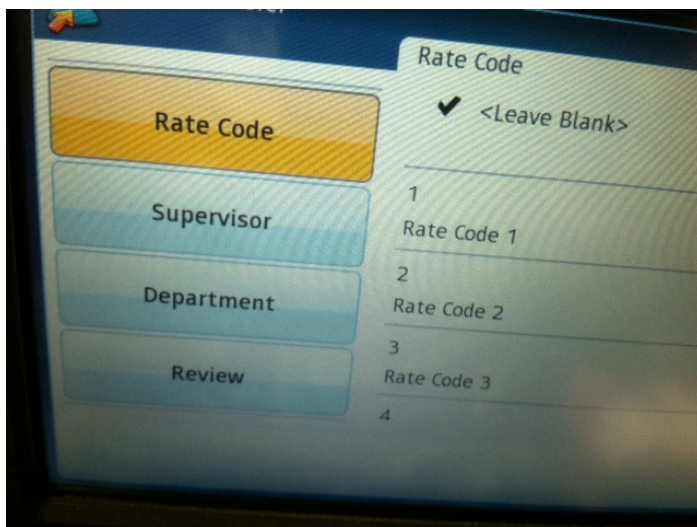
Next select your supervisor:

Finally, select your department. (Note: It's important that the department number is correct or your labor will get charged to the wrong department)


The last step is to review your transfer before you submit the punch. Do this by clicking the Review button shown above.

Make sure all three components have an entry and then SUBMIT your punch.
(Note: this is your IN punch. You do not need to use the PUNCH IN button)
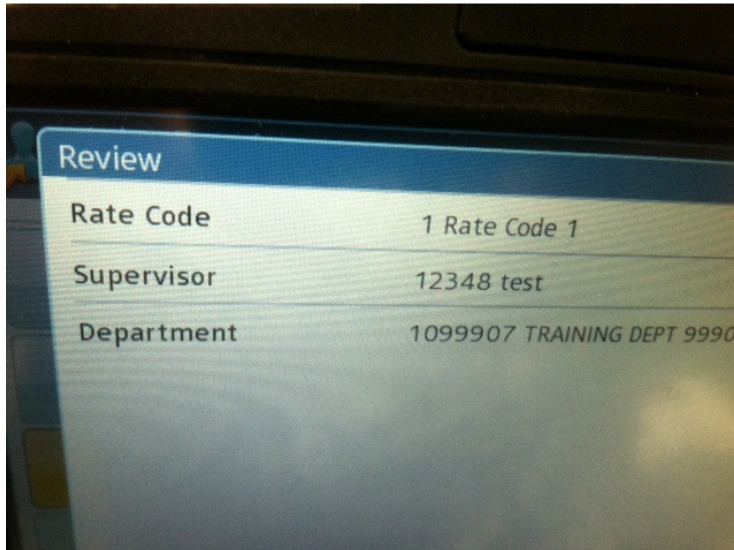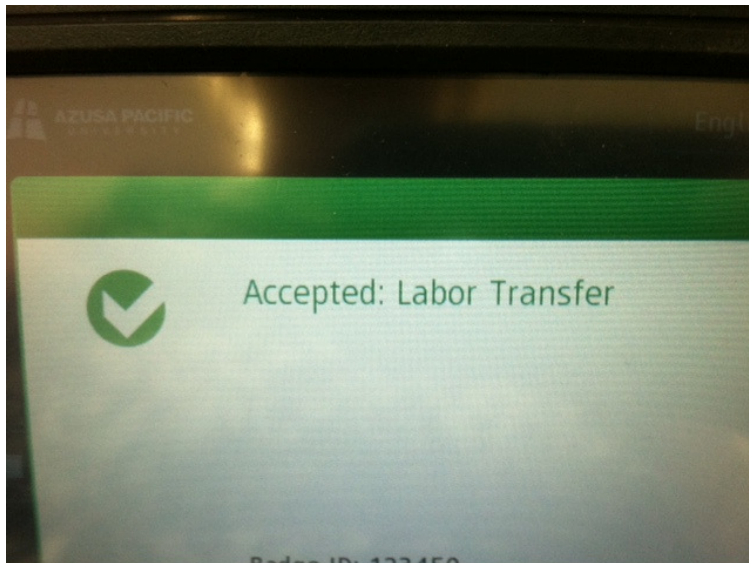

You do not need to do the transfer on the OUT punch... only on the IN punches.

Short-cut Tip!! If you know your supervisor's ID or the department number, you may enter it in the key pad instead of searching through the lists:
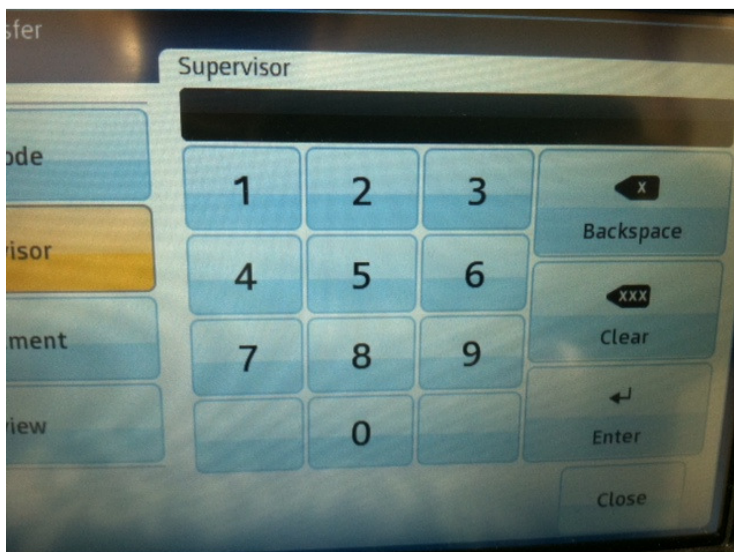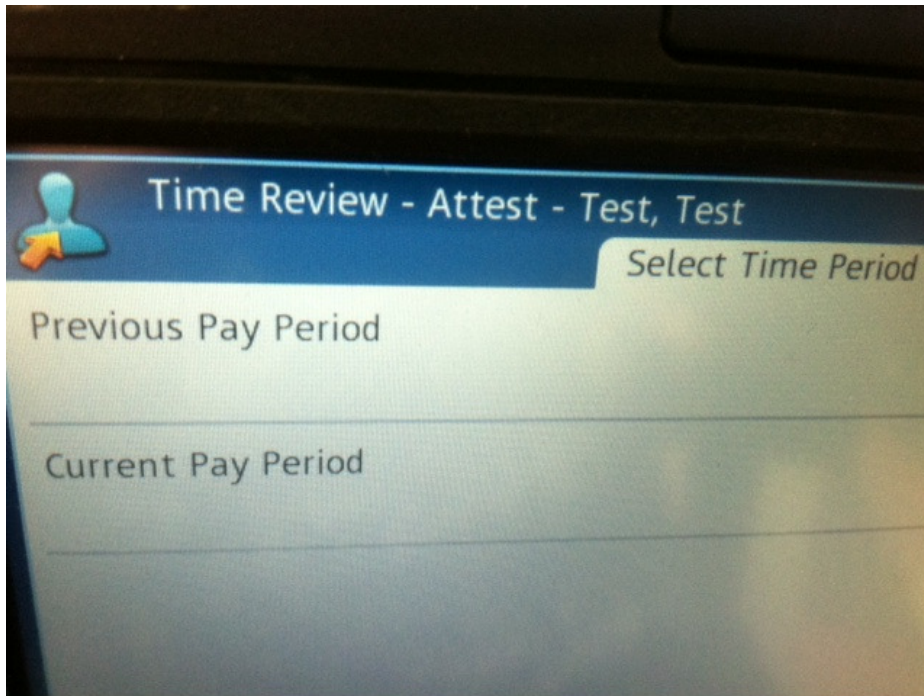
If the Labor Transfer was accepted by the system, you will see the following display, and the time clock will flash a green light and chime:

To review your time card or certify your time at the end of the pay period, use the following button:


Select the time period to view:

Note: *It is important to select the right time period for your approval.* If you are certifying your time on the Monday *after* the pay period ended, be sure to select PREVIOUS PAY PERIOD. If you are certifying your time on Friday AFTER you've entered your last punch, you would select CURRENT PAY PERIOD.

Review your time card and notify your supervisor immediately if there are any issues or missed punches:
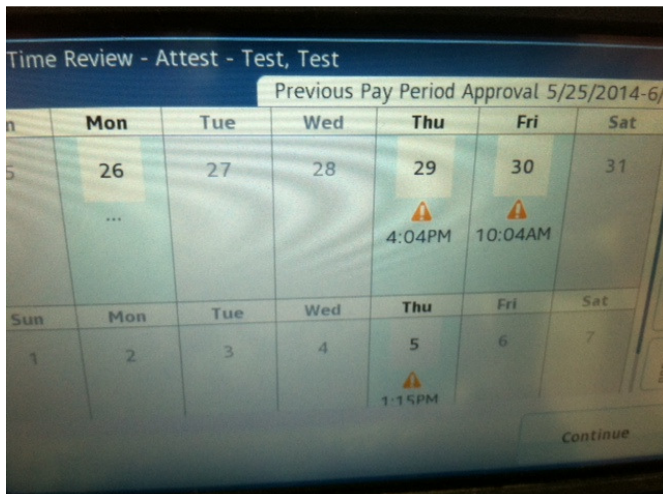
If you are done reviewing your time card and it is not yet time to approve, touch the HOME-Exit key located at the bottom right of the time clock:


Tip!! Use the HOME-Exit key any time you wish to back out of one of the time clock screens.

If you are ready to certify your time, make SURE it is the end of the pay period and you have already entered your last punch. Once you certify your time, you will be locked out of your time card for the entire pay period. Confirm you have the right pay period selected and select APPROVE
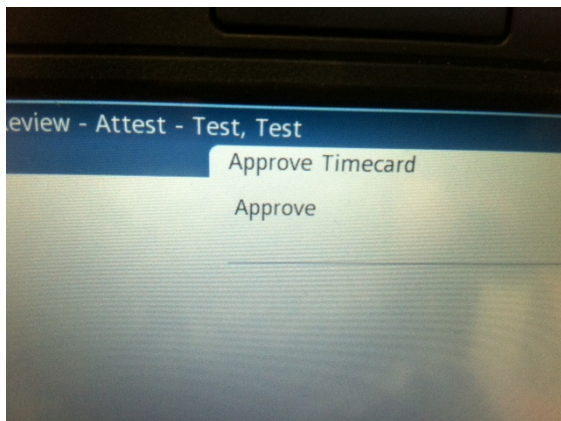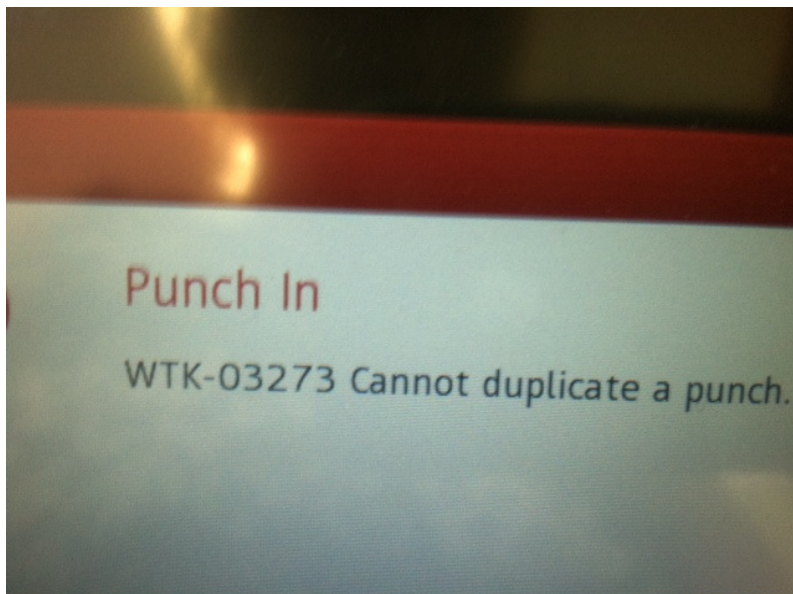

If you have accidentally certified your time and locked yourself out, see your manager or contact Kronos Support at: timekeeping@apu.edu
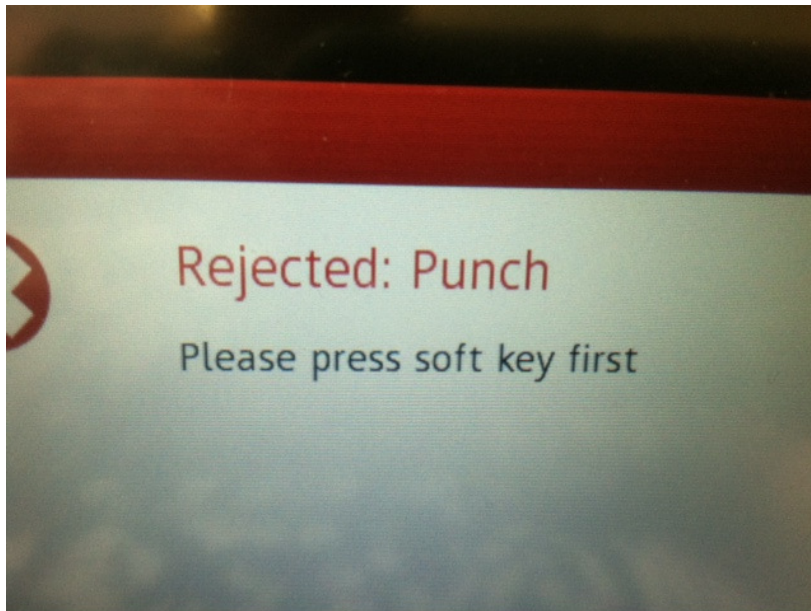
If you don't see a button, it may be on the next screen. Click the navigation arrows on the time clock to navigate between screens:
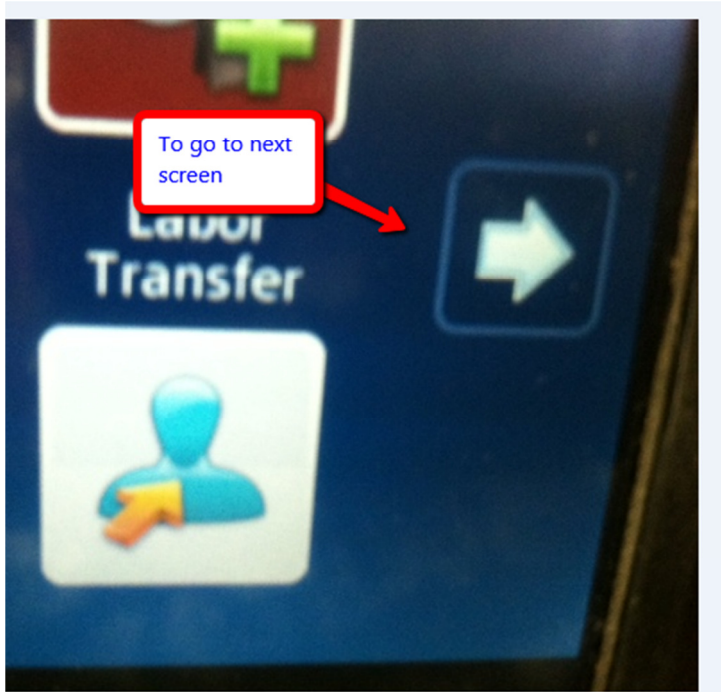
Common error messages:

Means you tried to punch in twice in too short of time interval.

Rejected: Punch

Please press soft key first

You swiped your badge without pressing a soft-key button first.

Time Off Request is coming soon…. but not ready to use yet. This will allow Regular F/T staff to submit vacation, sick or personal time off requests through the time clock. We will send a communication when this is ready to launch!

Time Off Request