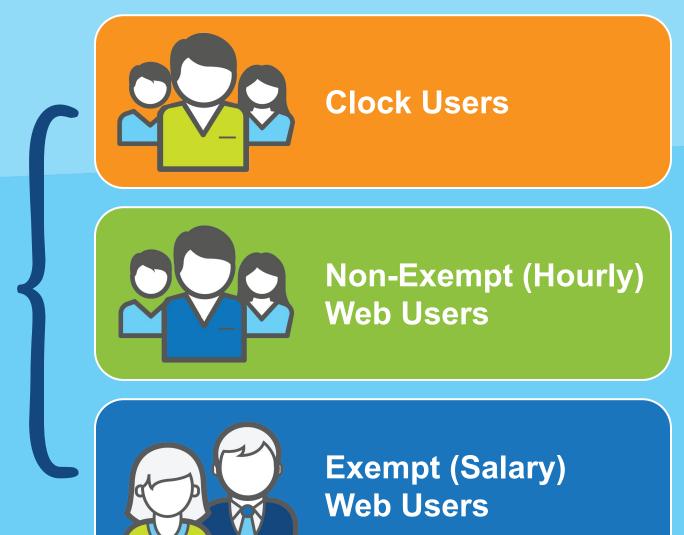


**KRONOS**® Workforce Dimensions

Job Aids for Clock and Web Users





Select a user group to view related job aids





Navigate the Terminal for Clock Users Clock In and Clock Out for Clock Users Meal Break Attestation for Clock Users (California Only) View Accruals for Clock Users Request Time Off for Clock Users View Messages for Clock Users







## Non-Exempt (Hourly) Web Users

Navigate the Homepage for Non-Exempt Web Users Punch In, Punch Out and Transfer Time for Non-Exempt Web Users View Timecard for Exempt and Non-Exempt Web Users View Accruals for Exempt and Non-Exempt Web Users Request Time Off for Exempt and Non-Exempt Web Users View Notifications for Exempt and Non-Exempt Web Users







## Exempt (Salary) Web Users

Navigate the Homepage for Exempt Web Users View Timecard for Exempt and Non-Exempt Web Users View Accruals for Exempt and Non-Exempt Web Users Request Time Off for Exempt and Non-Exempt Web Users View Notifications for Exempt and Non-Exempt Web Users



