



KRONOS®

Workforce Dimensions

Job Aids for
Clock and Web Users

START

Select a user group
to view related job aids



Clock Users



**Non-Exempt (Hourly)
Web Users**



**Exempt (Salary)
Web Users**



Clock Users

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

