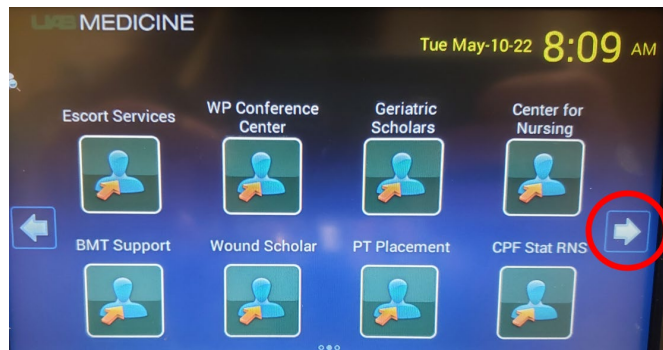# Clocking In/Out using a Hospital Kronos Time Clock

## CLOCK IN – Read steps below before scanning your badge

1. If the screen is in sleep mode, touch the screen.
2. Touch the correct department name. To view additional departments touch the arrow on the right to go to the next screen.

3. After selecting your correct department, **SCAN YOUR ID BADGE**. This will clock you IN.

CLOCK OUT – Read steps below before scanning your badge

1. If the screen is in sleep mode, touch the screen.
2. Select **END SHIFT.** *You must select this button at the end of your shift to clock out.*
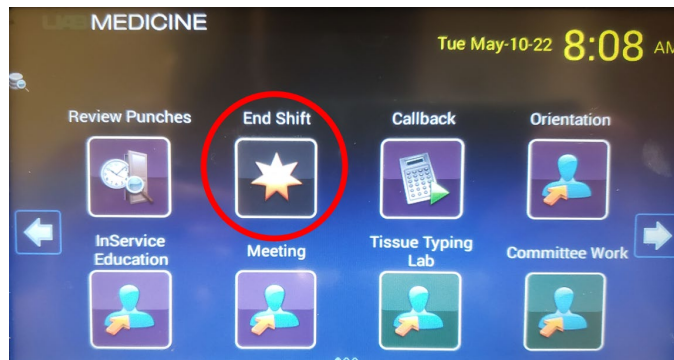
3. **SCAN ID BADGE** and answer meal break prompts. This will clock you OUT.

Note: At the bottom of the clock to the right of the word KRONOS you will see a picture of a house. Pressing the house button will take you back to the first display screen.
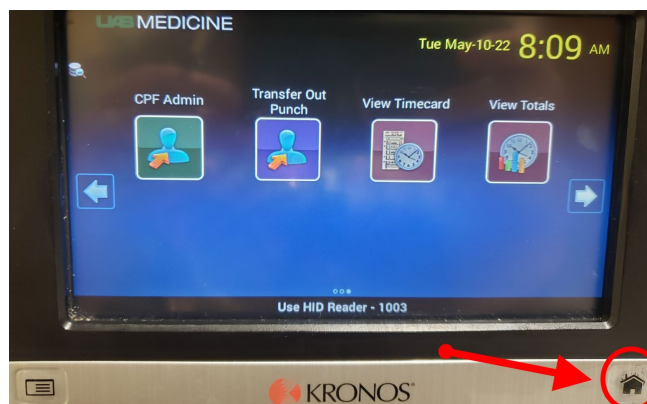
- ***For assistance with time clock, contact Personnel Support Services at 205-934-5955, M-F 8:30a-5:00p***
- *If you need to make adjustments/correction to your timecard contact* TempServicesPay@uab.edu