

## Using Kronos at GBMC (Electronic Time Slip)

**Always report to the staffing office to confirm the unit you are working. You are required by GBMC to sign in and out with your written signature in the scheduling book in the staffing office, prior to electronically clocking into Kronos. The staffing office is located in the hallway outside of Unit 38.**

### Signing In

1. Obtain your Kronos ID from the staffing office
2. Go to any available computer in the unit you have been assigned to
3. Click on the Time & Attendance icon
4. Enter your Username = Badge #
5. Enter your Password = Badge #
6. Click the "Transfer" drop down arrow
7. Click on "Department"
8. Scroll through the units
9. Click on the unit you are assigned to work
10. Click "O.K."
11. Click on "Time Stamp"
12. Log out
13. (Your paid time starts when you click "Time Stamp")

### If you are floated to another unit during your shift

1. Follow first 4 steps from the signing in section
2. Click the "Transfer" drop down arrow
3. Click on "Department"
4. Scroll through the units
5. Click on the unit you are being floated to
6. Click "O.K."
7. Click on "Time Stamp"
8. Log out

### Signing Out

1. Follow first 4 steps from the signing in section
2. **DO NOT** enter a department
3. Click on "Time Stamp"
4. Log Out
5. (Your paid time ended when you clicked "Time Stamp")

### Checking your in/out times

1. Approximately one minute after you punch out you can go back and make sure you punched in/out correctly.
2. Follow first 4 steps from the signing in section
3. Click on "My Time Card", and review your entries.
4. If there are any mistakes or discrepancies you must fill out a GBMC Time and Attendance form (number 2 below).

### Additional Notes

1. You can only clock into the Kronos system up to 5 minutes before your scheduled shift.
2. You must fill out a Time and Attendance Request Form for any missed breaks or incorrect/missed Kronos punches. This form must be signed by the unit supervisor from the floor you worked on, fax a copy to us at 410-321-4980, and handed into Jen Uttenreither in the Staffing Office. If Jen isn't in, put the form in the box attached to the wall outside of her office. If the staffing office is locked slip it under the door.
3. Paper time slips are no longer used at GBMC, and cannot be accepted for payroll. Your punch in/out times in Kronos will be given to Chesapeake Medical Staffing each week by GBMC. This data will be used to calculate your pay, so we cannot emphasize enough how important it is you use the Kronos system correctly.