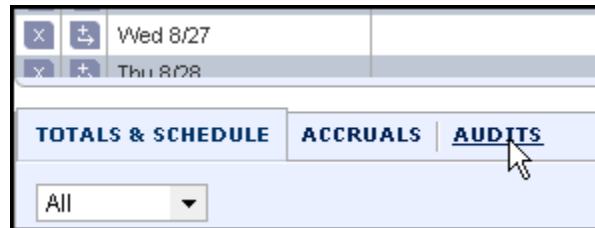


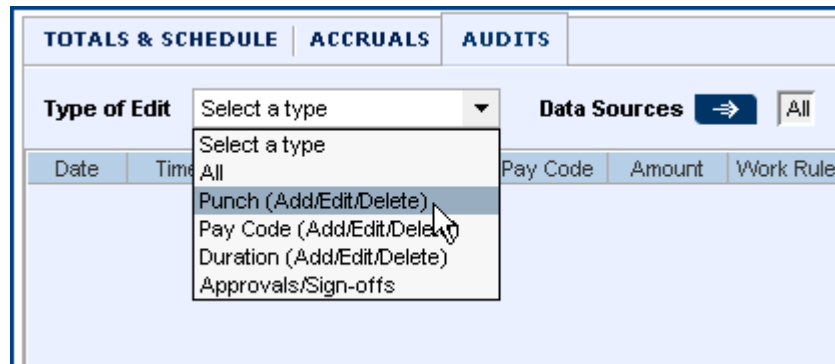
Verify Where an Employee is Swiping

To determine which KRONOS clock an employee is swiping in at, please follow the instructions below.

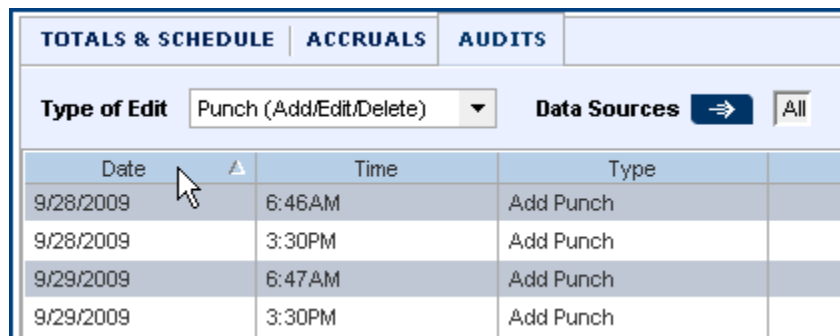
- Open the employee's timecard.
- Click on the **Audits** tab at the bottom.



- Change the **Filter** from "Select a type" to "Punch (Add/Edit/Delete)".



- Look for the day in question under the Date column.



A screenshot of the Kronos interface showing the 'AUDITS' tab selected. The 'Type of Edit' dropdown menu is set to 'Punch (Add/Edit/Delete)'. The 'Data Sources' button is set to 'All'. The table below has columns for Date, Time, and Type.

| Date | Time | Type |
|-----------|--------|-----------|
| 9/28/2009 | 6:46AM | Add Punch |
| 9/28/2009 | 3:30PM | Add Punch |
| 9/29/2009 | 6:47AM | Add Punch |
| 9/29/2009 | 3:30PM | Add Punch |

- Go to the User column, towards the right. You may need to expand the column with your mouse.

| Edit Date | Edit Time | User | Data Source |
|-----------|----------------------------------|--|--------------|
| 9/28/2009 | 6:46AM (GMT -05:00) Eastern Time | DCMSUser:JHKRONOSDCM2::DCM3 Collect Grp:JHU-Cstdia Srv | External API |
| 9/28/2009 | 3:30PM (GMT -05:00) Eastern Time | DCMSUser:JHKRONOSDCM2::DCM3 Collect Grp:JHU-Cstdia Srv | External API |
| 9/29/2009 | 6:47AM (GMT -05:00) Eastern Time | DCMSUser:JHKRONOSDCM2::DCM3 Collect Grp:JHU-Cstdia Srv | External API |
| 9/29/2009 | 3:30PM (GMT -05:00) Eastern Time | DCMSUser:JHKRONOSDCM2::DCM3 Collect Grp:JHU-Cstdia Srv | External API |

- Stretch the box until you see the entire User column. Any “user” that starts with DCMSUser is a clock.
- The portion after “GLOBAL” is the **DCM Name**. For this example, the DCM name is “JHU-Cstdia Srv”.
- Once you have the DCM Name, go to the main KRONOS website http://finance.jhmi.edu/FinanceSystems/KRONOS_JHU.html.
- Under the heading “General Project Information”, click on “**2009 KRONOS Clock Locations - Enterprise Wide**” to open the file.

I. General Project Information

- What is KRONOS? [\(Click Here\)](#)
- ▶ **Site Access:** <https://jhkronos.jhu.edu>
 - [KRONOS JHU New User Request Form](#) (.xls) *Must Complete to Grant Access to New User*
 - [System Requirements Document - Desktop Support](#) (.pdf) - *Version 6.0 Updated*
- 2009 JHU Payroll Calendar [\(Click Here\)](#)
- [2009 KRONOS Clock Locations - Enterprise Wide](#) (.xls)
 - [4500 Terminal User Instructions](#) (.pdf) - *Print and Post at Terminals!*
 - [4500 User Manual - Vendor Official](#) (.pdf)

- On the spreadsheet, Column C is the DCM Name. Find the DCM Name in question. The next few columns will give the exact building, floor, and room # of the clock’s location.
- **NOTE:** If there is an issue with employee’s swiping at clocks away from their office please e-mail Kronos@jhmi.edu to restrict clock access.