

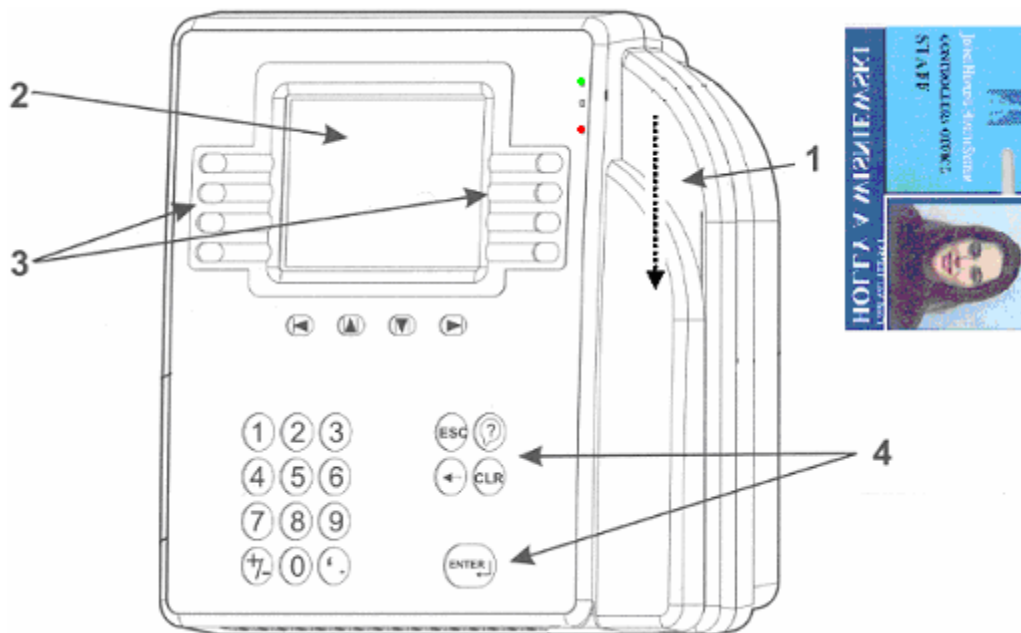


## JOHNS HOPKINS WORKFORCE TIMEKEEPER SWIPE UNIT INSTRUCTIONS

### OVERVIEW:

Welcome to KRONOS. The attached unit is your vehicle to accurate timekeeping. By simply swiping your JOHNS HOPKINS issued Identification Badge through the unit as instructed you will be keeping accurate time of your hours worked. You must have a valid Hopkins ID to use the KRONOS System.

*Employees – please swipe upon your arrival and when you depart for the day.*



### Swipe Unit Key Components:

**1 → SWIPE AREA:** This is where you will swipe your ID card on a daily basis. Please swipe with your ID Photo facing out and the black stripe on the reverse side of the card on the back left. Swipe your ID in a downward motion until KRONOS Confirms. (As Pictured)

**2 → LCD Screen:** This will display confirmation of your swipe. A successful swipe will produce a **Green Light** on the upper right hand corner of the Swipe Unit. You will also receive a message saying **"ACCEPTED PUNCH"**. If your punch is unsuccessful, the **Red Light** to the upper right hand corner of the Swipe Unit will appear and the screen will say **"REJECTED PUNCH"**. In this instance you should contact your Supervisor Immediately.

### **Areas 3 & 4 Are For Future Use**

**NOTE:** *You cannot delete any swipes or edit any swipes in any form from this unit. Please do not attempt to do so by using the ESC or CLR buttons. These buttons will not alter your timecard. However a recording of your use of these buttons will be kept in the Audit trail within the system.*