



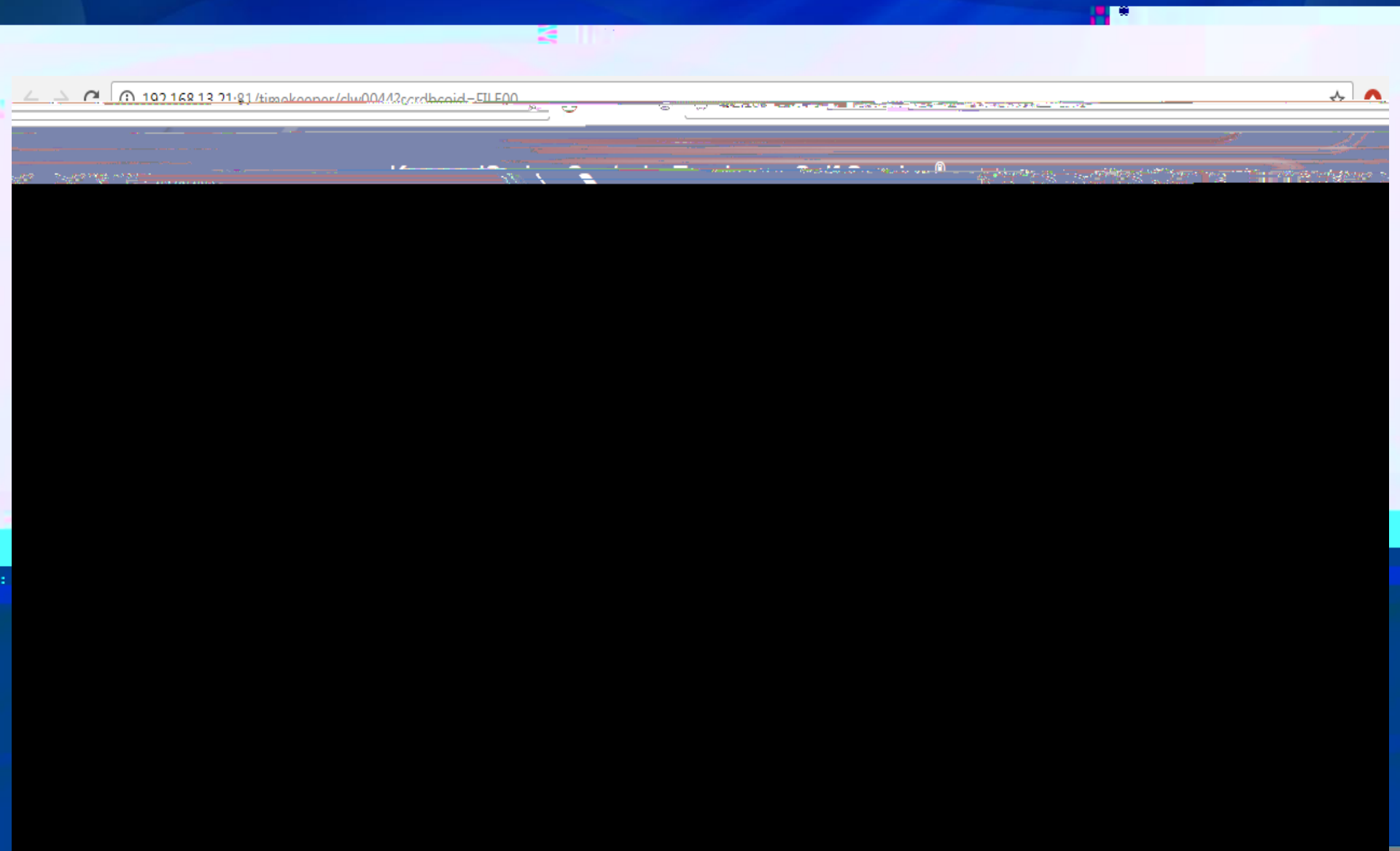
KRONOS
ESTIMATE SHEET
INQUIRY
TRAINING

Please save this link to your favorites
for quick access.

Below is the fastest link to view your time sheet.



- This is the login screen:
1. ID= J# with out the J or 00, EX: J00123456 only enter 123456
 2. PIN= Use established pin if you have one OR If this is your first time logging leave blank and hit ene (1 Geo)-15(i)-3(t)-2()wilPlt yt you o giscr (#)-8(y)1



This will show you all of your punches for the current pay period.

The screenshot displays a web-based interface for a Timecard Inquiry system. At the top, there are navigation tabs for "Timecard Inquiry", "Schedules", and "Accruals". Below this, the user's name "Michelle L. Harris" and ID "303902876 / 546073" are visible. The main area contains a table with columns for "Day", "In Date", "In Time", "Actual Out Time", "Actual Punch Hours", "Pay Code", "Suff. Code", "Suff. Hours", "Hours", "Level", "Scheduled", "Approval", and "Labor Levels".

Overlaid on the table is a diagram titled "7-minute Rounding Rule". The diagram shows a horizontal timeline with two vertical lines representing punch times. The area between these lines is divided into segments. Blue arrows point from the left side of the timeline to the right, indicating the rounding process. The diagram illustrates how a 7-minute interval is rounded up to the next full minute.

At the bottom of the screen, there is a summary bar with the text "Pay Code Hours Breakdown" and a value of "414: 3.00".

1. Click accruals to show your accrued PTO balances as last processed payroll.

The screenshot displays a software interface for a timecard inquiry. At the top, there are navigation tabs for "Timecard Inquiry", "Schedules", and "Accruals". The "Accruals" tab is selected. Below the tabs, the employee's name "Michelle L. Harris" and ID "303902876 / 546073" are visible. The main area contains a table with the following columns: Day, In Date, In Time, Actual Out Time, Actual Punch Hours, Actual Pay Code, Staff Code, Staff Hours, Hours, Level, Scheduled, Approval, and Labor Levels. The table shows data for a specific date, with a total of 3.00 hours. At the bottom, there is a summary bar with the text "Total: 3.00" and "Pay Code Hours Breakdown".

Day	In Date	In Time	Actual Out Time	Actual Punch Hours	Actual Pay Code	Staff Code	Staff Hours	Hours	Level	Scheduled	Approval	Labor Levels
				3.00			3.00					

Total: 3.00

Pay Code Hours Breakdown

414: 3.00

This shows all of the accruals for you. When finished always remember to log off.

