Employee – 4500 Clock – Functions Overview

1. User <u>must</u> **make a selection** →Then **tap badge and press index finger**

Used to make selections

Used to navigate through the screens
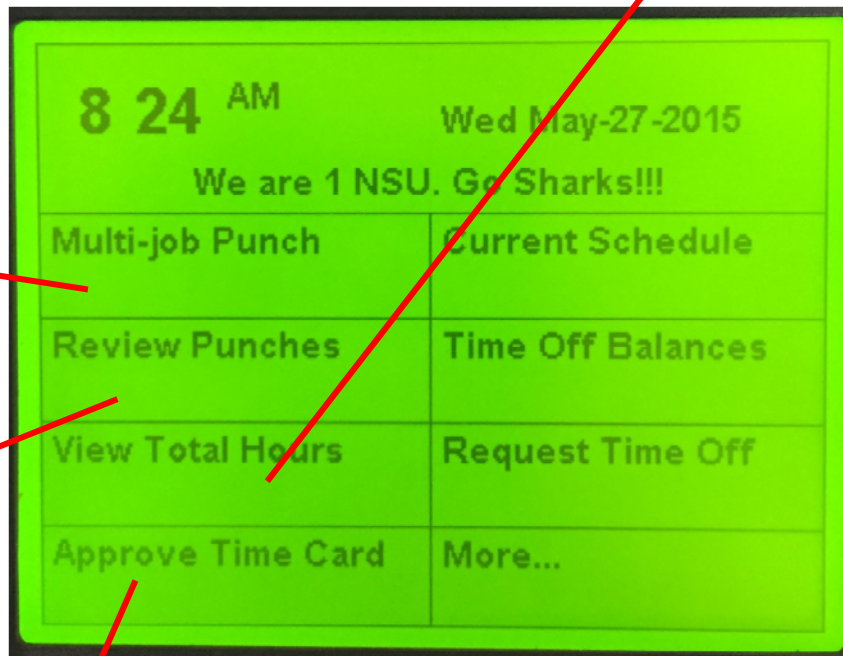
Delete button

Enter button
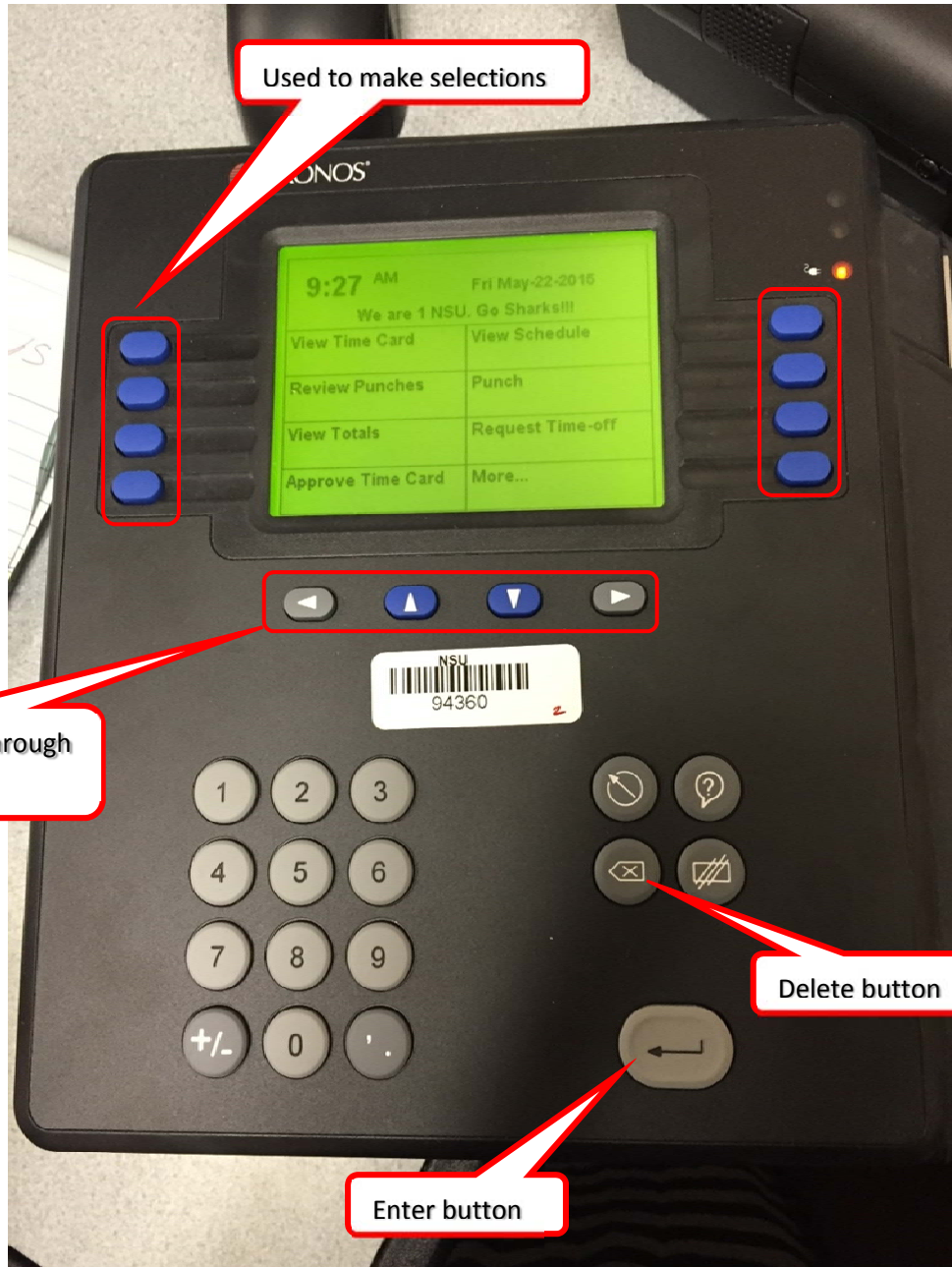
Employee – 4500 Clock – Functions Overview

View Total Hours function allows users to view their hours based on the selected time period they choose.

View Totals Online

SELECT TIME PERIOD

Previous Pay Period	Current Pay Period
Next Pay Period	Today
Yesterday	Week to Date
Last Week	

View Totals Online

Previous Pay Period

65/160204/1011/998921/997149/00/1

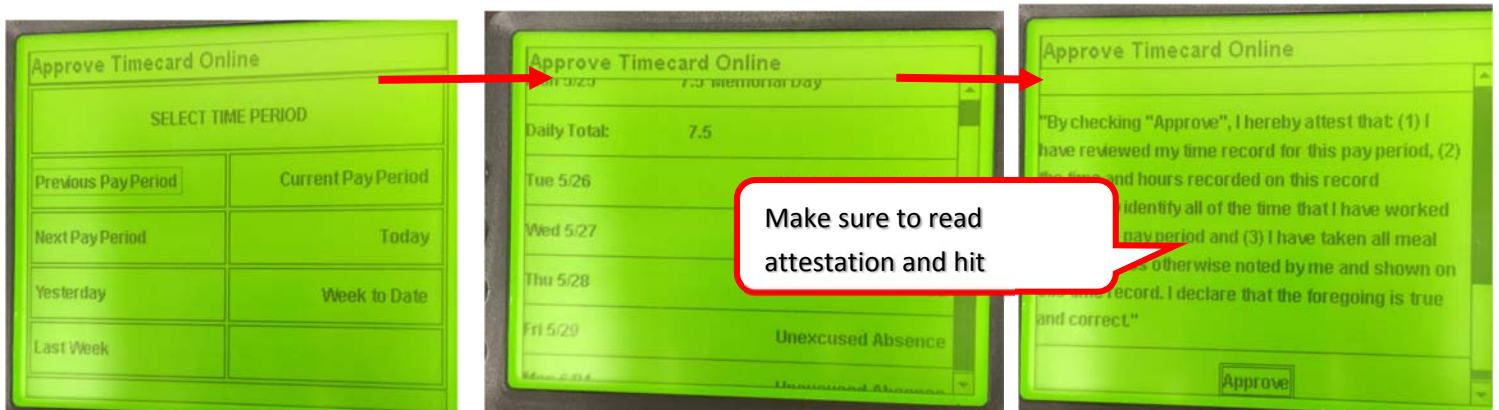| Holiday | 7.5 |
Total Benefits Eligible	7.5
Total Straight Hours	7.5
Total:	7.5
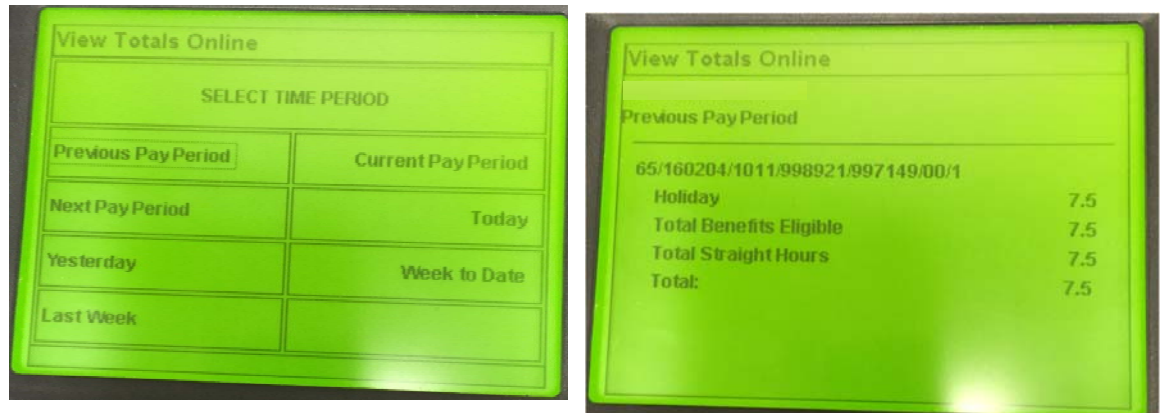
Multi- Job Punch function allows users with multiple jobs access to clock in/out from the clock, by selecting job from list. *Please see Multiple Job Clock in Job Aid for step by step instructions.*

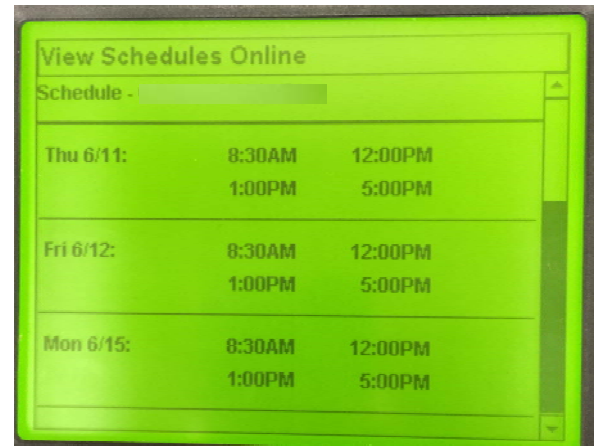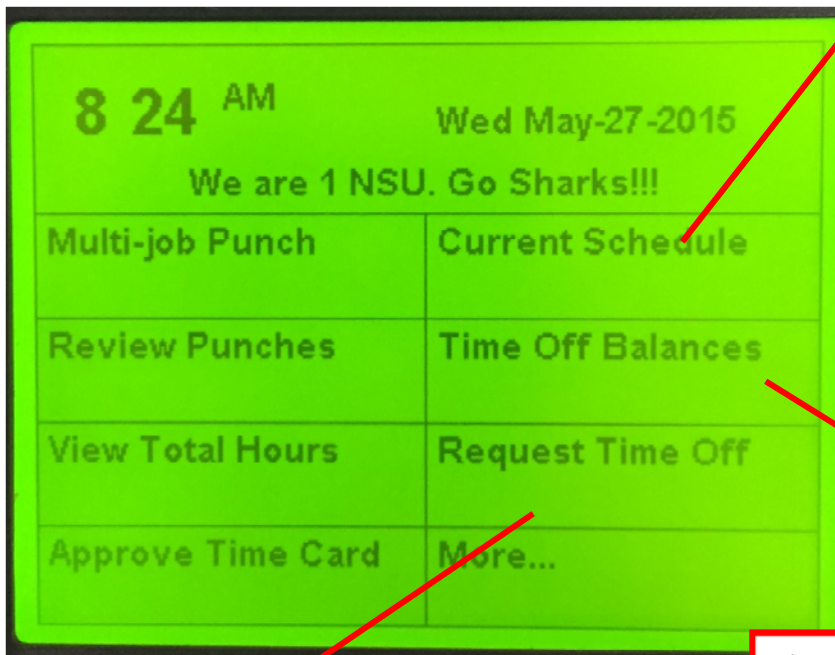The **Review Punches** Function allows users to review recent punches made on the clock.

8 24 AM   Wed May-27-2015

We are 1 NSU. Go Sharks!!!

Multi-job Punch	Current Schedule
Review Punches	Time Off Balances
View Total Hours	Request Time Off
Approve Time Card	More...

Approve Timecard function allows users to approve their timecard by selecting the time period necessary.

Approve Timecard Online

SELECT TIME PERIOD

Previous Pay Period	Current Pay Period
Next Pay Period	Today
Yesterday	Week to Date
Last Week	

Approve Timecard Online

an 5/25   7.5 Memorial Day

Daily Total:	7.5
Tue 5/26	
Wed 5/27	
Thu 5/28	
Fri 5/29	Unexcused Absence

Make sure to read attestation and hit

Approve Timecard Online

"By checking "Approve", I hereby attest that: (1) I have reviewed my time record for this pay period, (2) the time and hours recorded on this record identify all of the time that I have worked pay period and (3) I have taken all meal otherwise noted by me and shown on record. I declare that the foregoing is true and correct."

Approve
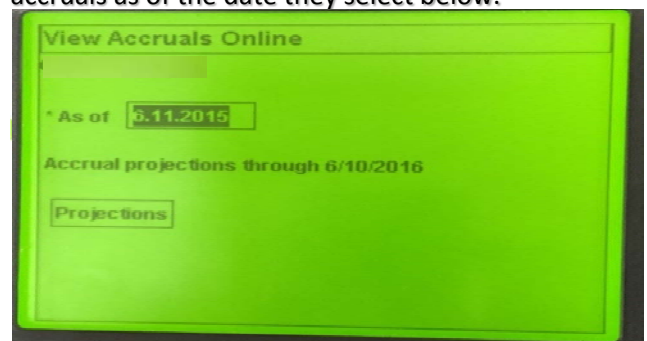
Employee – 4500 Clock – Functions Overview

Current Schedule function allows users to see their current set work schedule on SharkTime.

View Schedules Online
Schedule -

Thu 6/11:	8:30AM	12:00PM
	1:00PM	5:00PM
Fri 6/12:	8:30AM	12:00PM
	1:00PM	5:00PM
Mon 6/15:	8:30AM	12:00PM
	1:00PM	5:00PM

8 24 AM   Wed May-27-2015

We are 1 NSU. Go Sharks!!!

Multi-job Punch	Current Schedule
Review Punches	Time Off Balances
View Total Hours	Request Time Off
Approve Time Card	More...

Time- off Balances function allows users to see accruals as of the date they select below.

View Accruals Online

* As of   6.11.2015

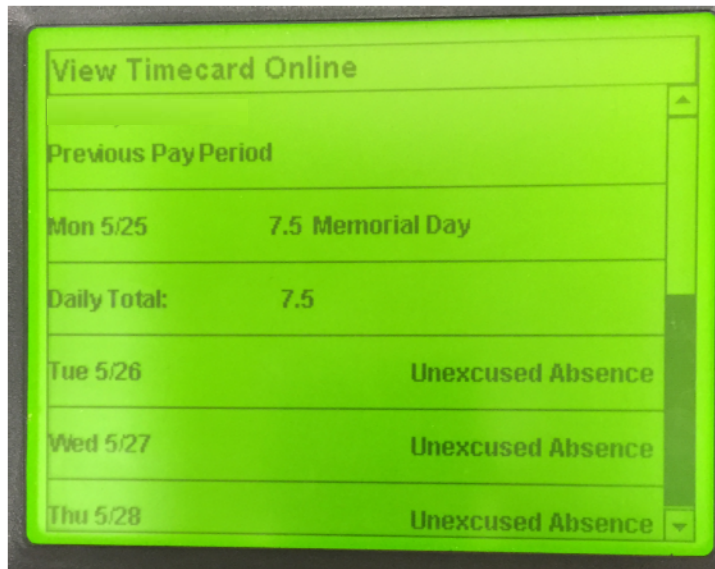Accrual projections through 6/10/2016

Projections

Request Time off function allows users to request time off from the clock. *Please see the Request Time off Job Aid for Step by Step instructions.*

Select Request for

0. Personal Time-Off
1. Sick Time-Off
2. Vacation Time-Off
3. zBereavement - must select Pay Code
4. zJury Duty
5. zLeave Personal Time-Off
6. zLeave Sick Time-Off
7. zLeave Vacation Time-Off
Create

View Accruals Online

As of 6/11/2015

Personal	0.0 Hour
Sick	7.5 Hour
Vacation	46.63 Hour

Projections

Personal
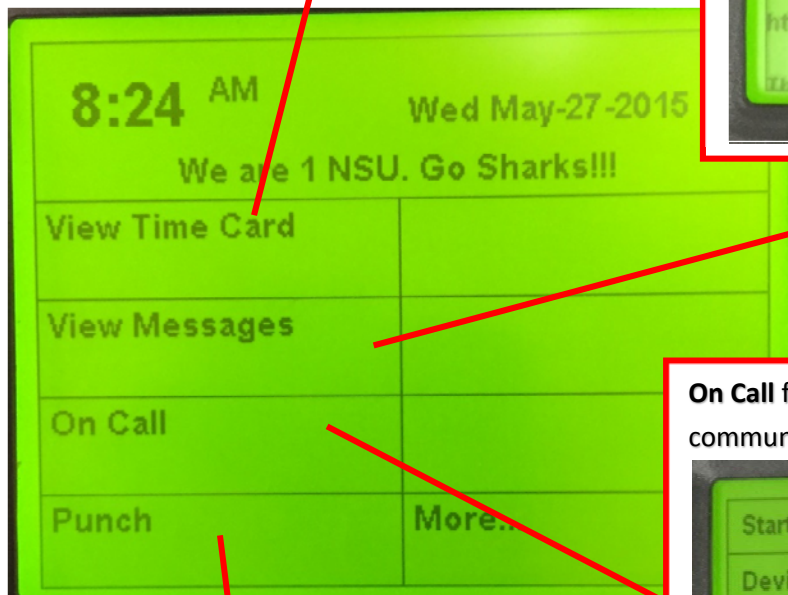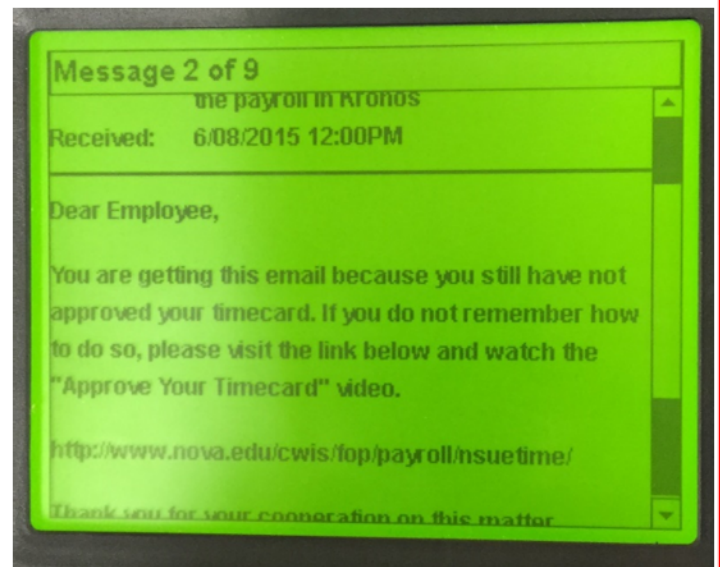Accrual Type   Hour
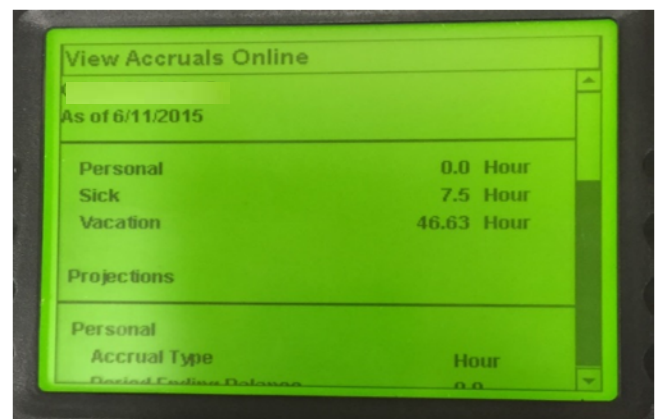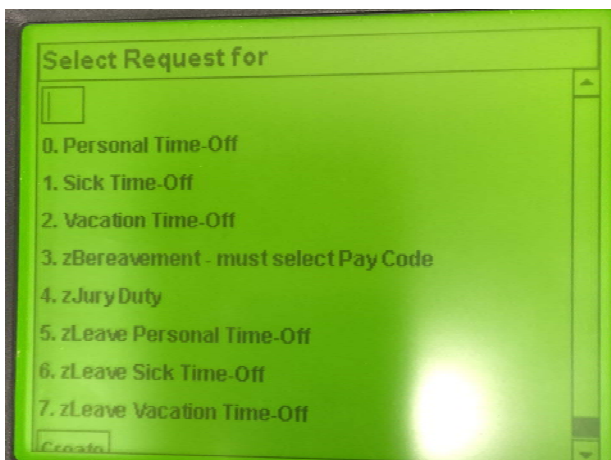
Employee – 4500 Clock – Functions Overview

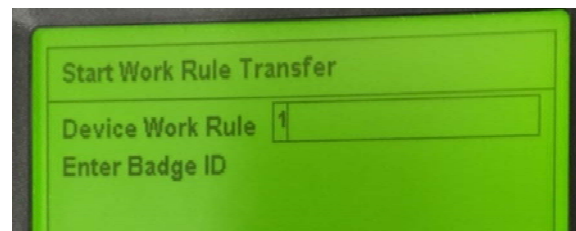**View Timecard** function allows users to view the information on their time cards by selecting the time period.

View Timecard Online

Previous Pay Period	
Mon 5/25	7.5 Memorial Day
Daily Total:	7.5
Tue 5/26	Unexcused Absence
Wed 5/27	Unexcused Absence
Thu 5/28	Unexcused Absence

View Messages function will allow users to see any communication from SharkTime.

Message 2 of 9
the payroll in Kronos
Received: 6/08/2015 12:00PM

Dear Employee,

You are getting this email because you still have not approved your timecard. If you do not remember how to do so, please visit the link below and watch the "Approve Your Timecard" video.

http://www.nova.edu/cwis/fop/payroll/nsuetime/

Thank you for your cooperation on this matter.

8:24 AM   Wed May-27-2015

We are 1 NSU. Go Sharks!!!

View Time Card	
View Messages	
On Call	
Punch	More...

On Call functions will allow users to see any communication from SharkTime.

Start Work Rule Transfer
Device Work Rule 1
Enter Badge ID

Start Work Rule Transfer
Device Work Rule 2 hr on call - Mainten....
Enter Badge ID

Punch function gives single job employees another way to punch in/out.