Employee – InTouch Clock- Functions Overview

The InTouch clock is a touch screen device to punch in and out, users need only to tap their badge and press their index finger. For the rest of the functions follow the below:

1. Users must select function by tapping button on screen.
2. Screen will appear
3. Press index finger and tap badge

**Home Key** will return user to Home screen from any function

**Multi-Job Punch** allows multiple job employees to clock in/out by selecting their specific job from list. *Please see Multiple Employee – In Touch Clock – Punching In and Out*

**View Totals** allows the user to see their hours worked on specified work periods.

**Review Punches** Function allows the user to view their recent punches done through the clock.

**Approve Timecard** function allows user to approve their timecard from the clock. The user will be able to see their current timecard as well as any exceptions that need to be corrected. *Please see Employee – InTouch Clock – Approving My timecard.*
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**View Schedules** Function allows the user to view their current schedule.

*All benefit applicable employees must have a schedule in Kronos.*

**Request Time off** function allows user to request time off directly from the clock. Please see Employee- InTouch Clock- Requesting Time Off.

**View Messages** allows the user to see any communication that was sent from SharkTime to their NSU email.

**Time-Off Balances** function allows the user to see their current time off balance as of the chosen date.

**Select Date**

**Review**
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**View Timecard** allows the user to see their punches in a timecard view as well as any exceptions they may have on their timecard. Users can scroll to navigate screen.

*Exception on timecard (missed punch, etc)*

**On Call** function is for employees who need to clock in when on call by selecting the Device Work Rule that applies.

*Choose desired work rule*

**Punch** is another way users with one job are able to punch in/out.