Selecting the correct temp job when logging time

When your temporary jobs are processed through Human Resources and the Payroll department, the Time and Attendance System Coordinator can create a nickname for each position to make it easier for you to identify the job you are working when you log in. Please have your supervisor contact time@albemarle.org to initiate this process.

To select the correct job when logging your time using the website

Note: the below directions should only be used when you punch in for the first time each day. When you are logging out for that day’s work, you do not need to select the job.

If you are working at more than one temp job per day:
1. Select the first job where you are working and log your time in.
2. Punch out to complete your time logged for the first job.
3. Select the second job and log your time in.
4. Punch out to complete your time logged for the second job.

1. Log into Kronos.
2. When you are logged in, click on the dropdown arrow beside the Transfer command.
3. The positions assigned to you appear on the dropdown list; click to select the appropriate one.
4. Once you have selected the correct job, click on the Record Timestamp command.
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5. The My Timestamp area now shows the time you punched and the job you selected.

6. The timecard shows the time you punched in, and the Transfer column shows the Kronos information that identifies the job you selected.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 9/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 9/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 9/16</td>
<td>8:00AM-12:00PM</td>
<td>1:16PM</td>
<td>3:31PM</td>
<td></td>
</tr>
<tr>
<td>Tue 9/17</td>
<td>8:00AM-12:00PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 9/18</td>
<td>8:00AM-12:00PM</td>
<td>10:19AM</td>
<td>4:28PM</td>
<td>0000/NA/10295/25M</td>
</tr>
<tr>
<td>Thu 9/19</td>
<td>8:00AM-12:00PM</td>
<td>11:16AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information here identifies the job and charges the correct budget code.
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To select the correct job when logging your time using the mobile app

1. Log into the Kronos mobile app.
2. When you are logged in, click on the **Punch** command.
3. Under **Select a Transfer**, click on the dropdown arrow beside **Recent**.

4. At the bottom of the page, you will see a list of your temporary jobs. Click on the correct job and then click on the checkmark above and to the right.
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5. The app returns to the prior screen, and in the Recent line it now lists the job you selected.
6. Click on the Punch command in the lower-right corner.

![Screenshot of the app with selected job and Punch button highlighted]

7. You will get a confirmation window that your punch succeeded, similar to the screenshot below. Click on the OK command.

![Confirmation window with 'Punch Succeeded' and details]

8. To verify that your punch went through, you can click on the Timecard command on the main screen.
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9. The punch should show on the correct day/time. If you click on the punch itself, it brings up a new screen that shows the time, and if you click on the punch on that second screen, it brings up one more screen that shows the Kronos information that identifies the job you selected, as shown in the screenshot on the right.