Welcome to the eSTART InTouch® Terminal training session.

The following topics will be covered:

- Navigating the eSTART InTouch Terminal
- Using the Soft Keys to perform various functions
- Rejected Punches
- Cleaning the Time Clock

What is the eSTART InTouch® Terminal?

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1. Employees have access to the information they need, when they need it.
2. Employees may view and manage their own information, including:
   - Request time off
   - View and approve timecard
   - View accrual balances
   - View current and future schedules
   - Approve Timecard

How to Use the InTouch® Terminal

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Indicator Lights

Green indicates the terminal successfully read a badge

Red indicates when the terminal does not successfully read a badge

Yellow indicates whether the terminal is recycling power

Biometric Device

Badge Slot/ Proximity Reader

May be a bar code, magnetic stripe, or proximity reader

Soft Keys

select soft keys to perform transactions such as labor transfers

Maintenance Mode Key

(not an employee function)

Navigation Keys

Use these like cursor keys to move within fields and menus on the display

Navigating the eSTART InTouch® Terminal

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In this topic, we will review:

- Reviewing the current date and time
- Viewing company messages
- Accessing soft keys
- Accessing tasks
- Accessing the Alpha Numeric keyboard
- Reviewing the Status icons

The eSTART InTouch® Terminal View

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Note that the current day of the week, date and time display in the top right corner of the InTouch® Terminal. Additionally, notice that important messages may display at the bottom of the screen.

The eSTART InTouch® Terminal Soft Keys

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To select a soft key, select the corresponding icon on the display that represents the task to perform. When a soft key is selected, the employee is prompted to perform a biometric authentication (finger scan).

Note: Please see the separate job aid for authenticating using the biometric add-on device located at the top of the InTouch® Terminal.

Recording a Punch

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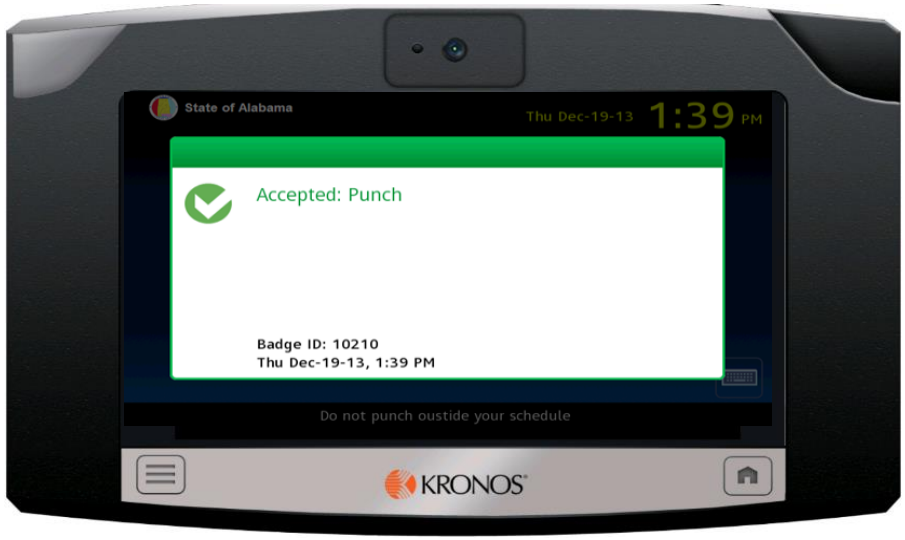
To record a punch, the employee will perform a finger scan. A successful recorded punch will display a green light as well as a message that reads “Accepted: Punch”. The recorded date and time also display at the bottom of the page. If the finger scan is unsuccessful, a red light will display as well as the “Rejected: Punch” message.



Note: A manager must also enter his ID number in order to punch. Else, the finger scan alone will automatically access Manager Mode.

View Schedule

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To view a schedule, select the **View Schedule** soft key and perform a finger scan. When the schedule displays, use the arrow navigation keys located on the right side of the screen to navigate the schedule. To view the schedule in more detail, select a date to view.

Close the screen by selecting the **Close** Button in the lower right corner of the screen.

To return to the main menu, select the **Home** Key located at the bottom right corner of the device.

Time Off Request – Full Day

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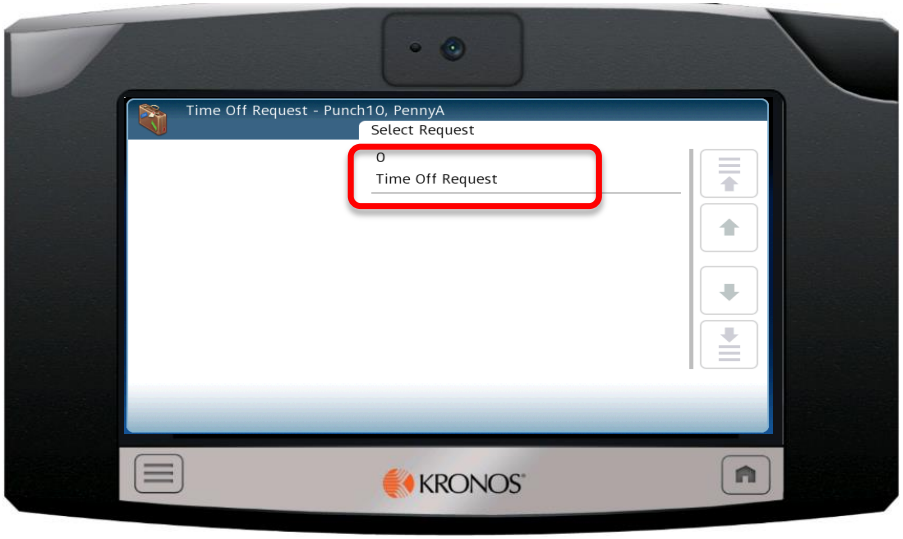
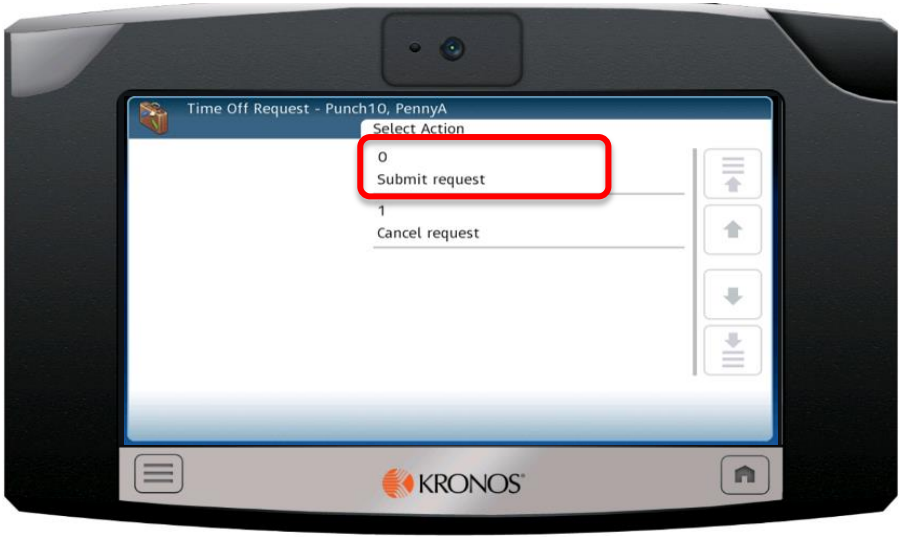
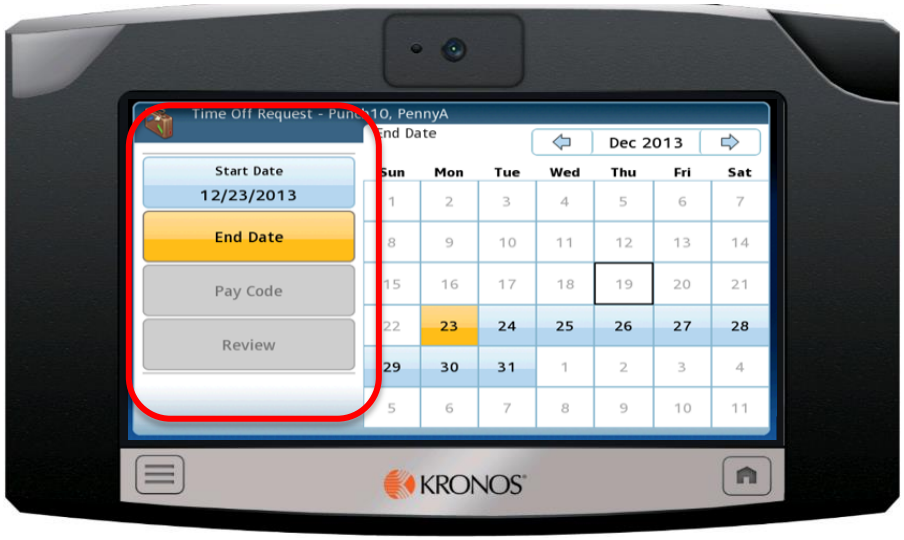
1. Select the **Time Off Request** soft key and perform a finger scan.
2. Select **Time Off Request** and then select **Submit Request**. (Note: To cancel a request, select the **Cancel Request** option instead.)
3. Next, select the start and end date(s) of the leave. The dates will prefill on the left side of the screen. (Note: If an incorrect date is selected, select the corresponding date field and then click on the corrected day on the calendar.)







Time Off Request – Full Day

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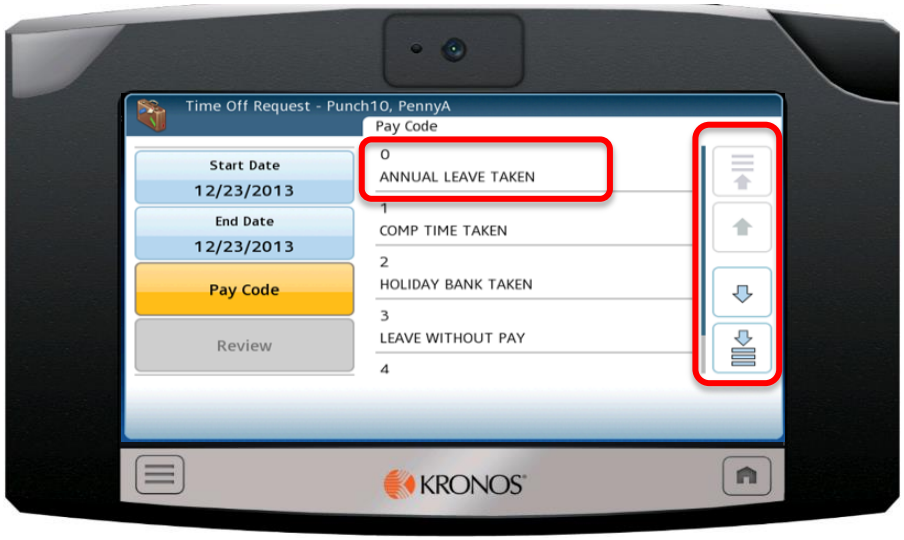
4. Select the **Pay Code** button and choose the desired leave type. If the leave type is not available, use the navigation keys on the right side of the screen to scroll through the various leave types available.

5. Select **Continue.** Then select **Full Day** for the **Duration**, which displays a "0" in the Duration field. No further information is required for a full day or a request for multiple days.

6. Scroll down using the navigation keys at the bottom.



Time Off Request – Full Day

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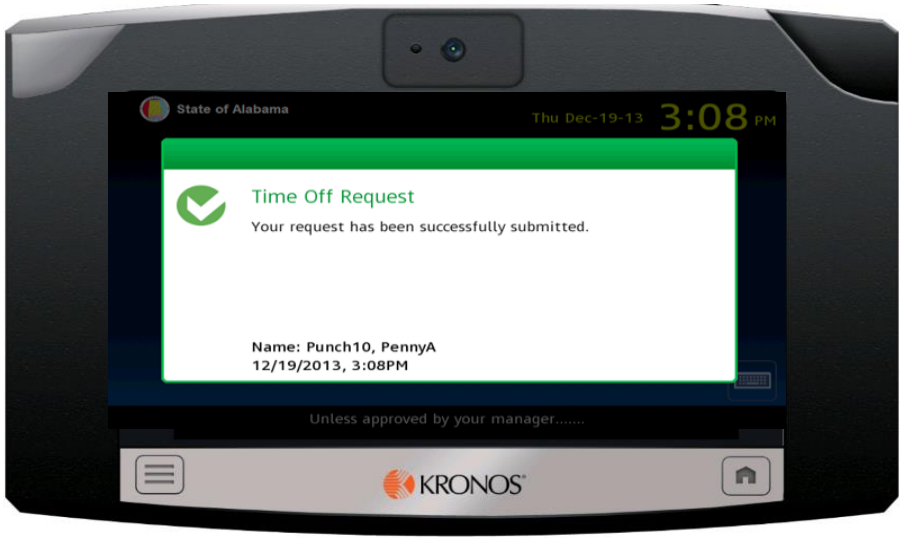

7. Select the **Review** button to review the leave request.
8. Select the **Submit** button to submit the request.
9. The Time Off Request confirmation message displays.

Time Off Request – Hours

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1. To request a partial leave day, follow the steps above, but select **Hours** from the Duration drop-down. The number "1" will default in the Duration field indicating that the duration of hours was chosen. (**Note:** in the example below, the employee will leave at 3:00 PM for two hours.)
2. Key in the **Start Time** of the leave, such as 3:00 PM and select the **Enter** Key. (Select the AM/PM button on the numeric pad to set the correct time.)
3. Key in the number of hours in the **Length** field and select the **Enter** Key.

Time Off Request – Hours

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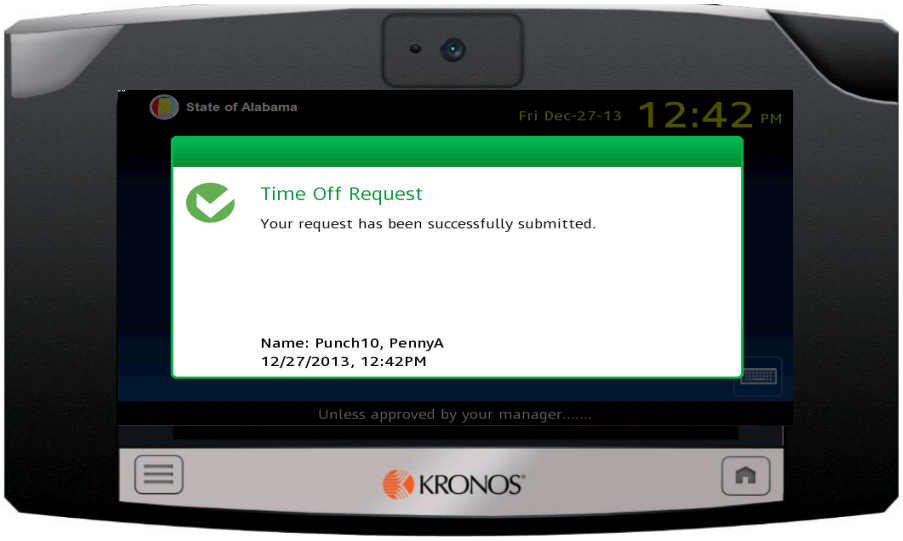

4. A **Review** screen will display. If changes are needed, select the **Back** button. Choose the **Add Another** button to make an additional time off request. Once the information is confirmed on the Review Screen, select the **Submit** button.
5. The Time Off Request confirmation message will display stating the request was successfully submitted.

View Timecard

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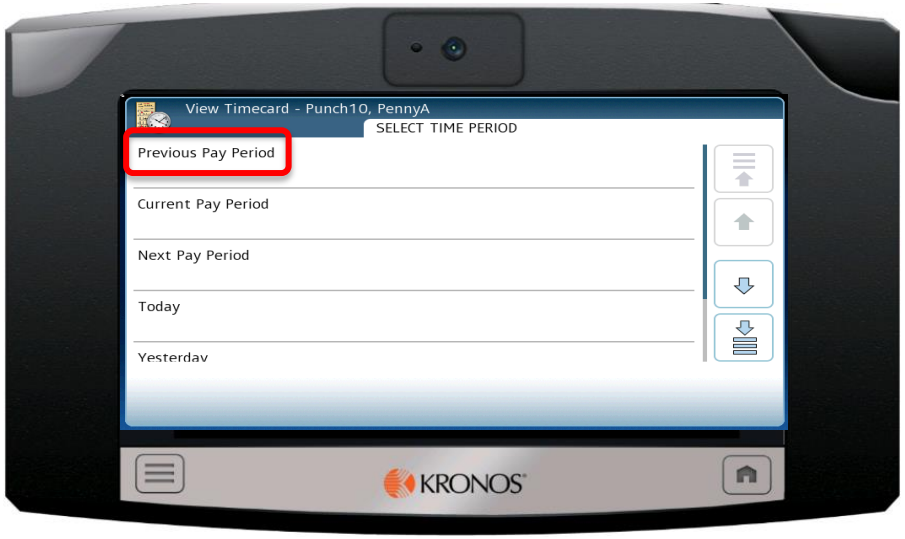
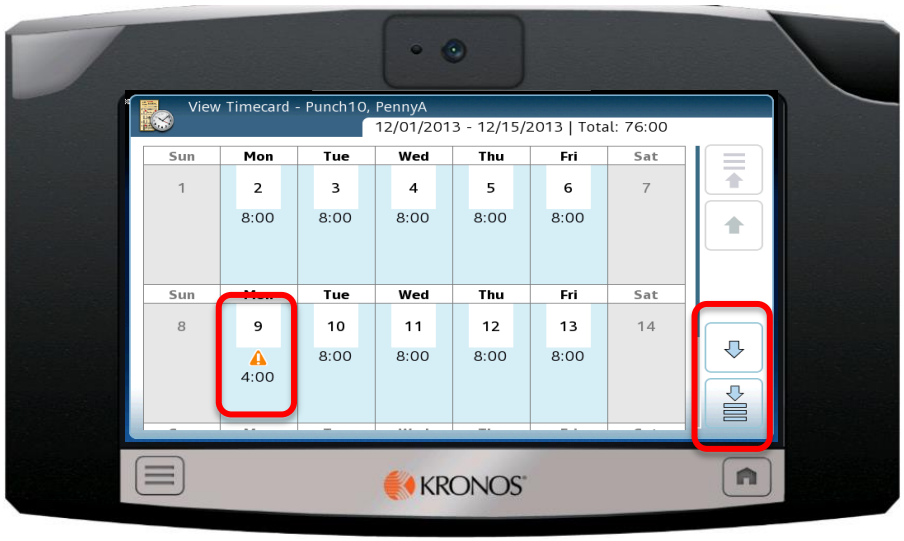
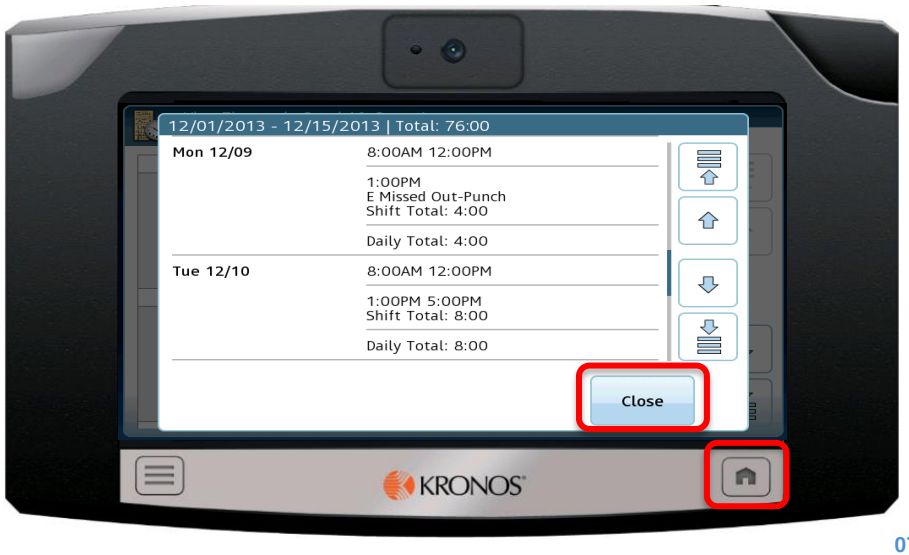
1. An employee may view their timecard by selecting the **View Timecard** soft key and performing a finger scan.
2. Select the desired timeframe to view such as Current or Previous Pay Period. Once the time period selected displays, the navigation keys on the right side of the screen may be used to scroll up or down through the timecard. **Note:** an exclamation mark inside of an orange triangle on a date denotes an exception to the timecard. Some examples of this are a late in or out punch, or a missed punch.
3. Close the timecard view by selecting the **Close** button. To return to the main menu, select the **Home** key.







Inbox

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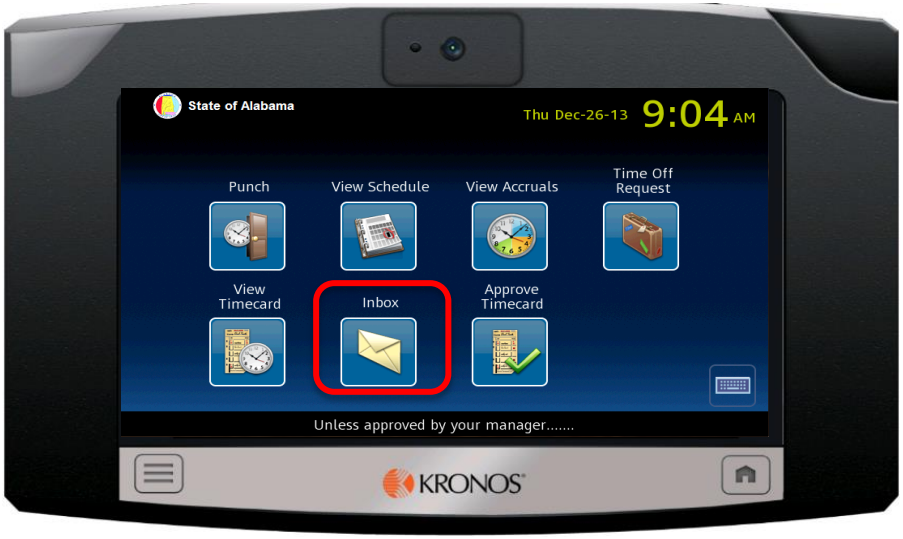
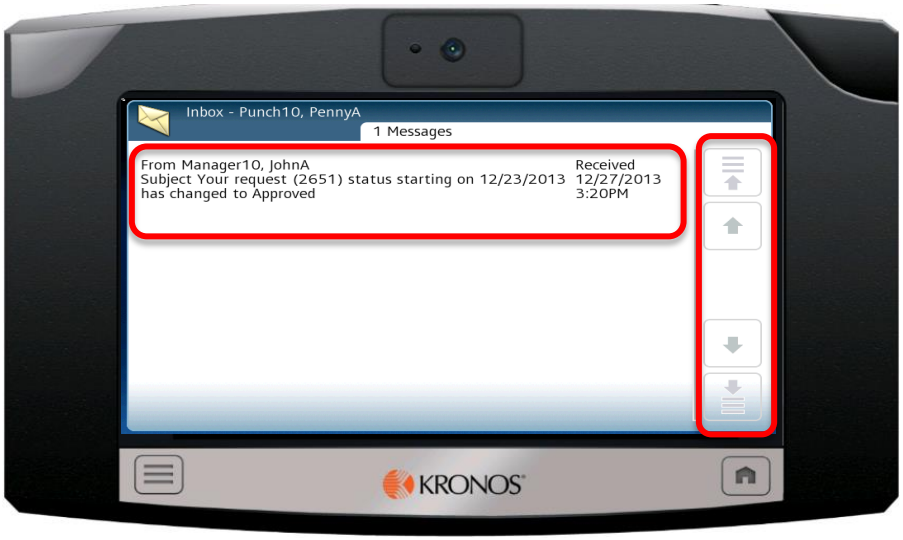
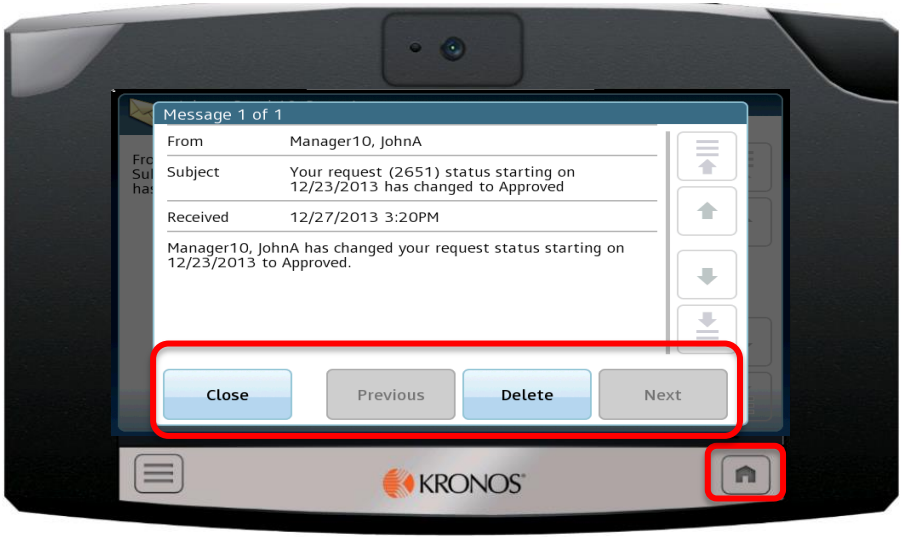
1. An employee may view the contents of their eSTART Inbox by selecting the **Inbox** soft key and performing a finger scan. **Note:** if the employee currently uses Outlook, these messages will also display in their Outlook mailbox.
2. Once a message displays, select it to view detailed information. There are buttons at the bottom of the screen that allow the employee to scroll through the messages, delete messages, as well as return to the previous screen.
3. Select the **Home** Key to return to the main menu.







Approve Timecard

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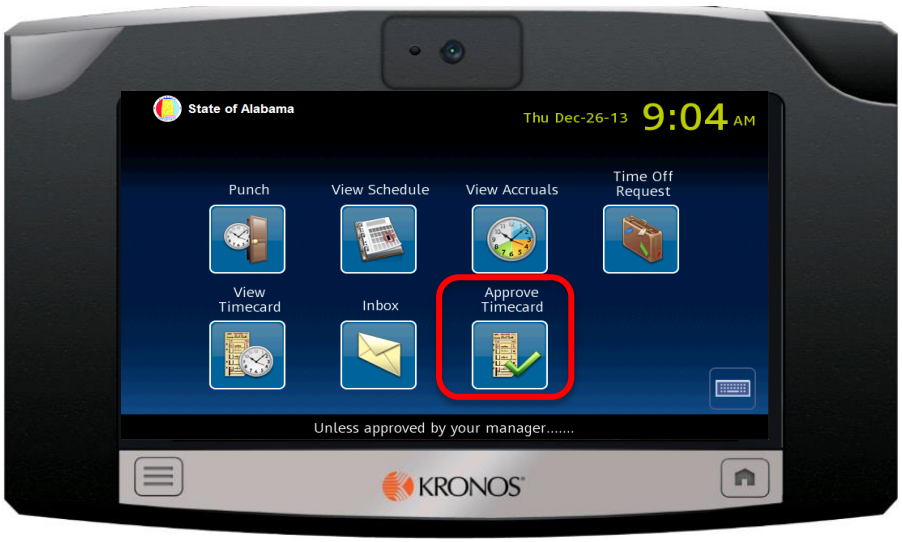
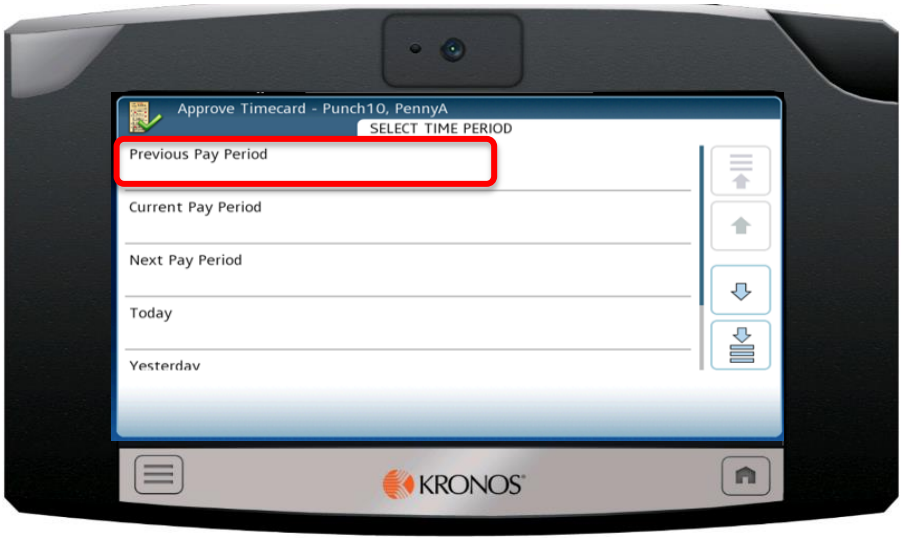
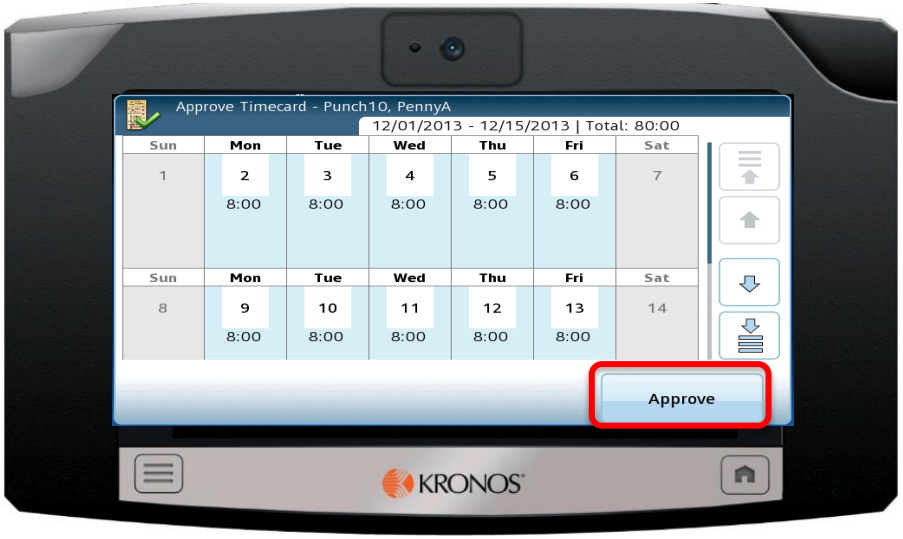
1. An employee can review and approve their timecard by selecting the **Approve Timecard** soft key and performing a finger scan.
2. Choose **Previous Pay Period** and once the timecard displays, select the **Approve** button in the lower right corner of the screen. The **Approve Timecard** confirmation message will display to indicate a successful approval.







To Remove Timecard Approval

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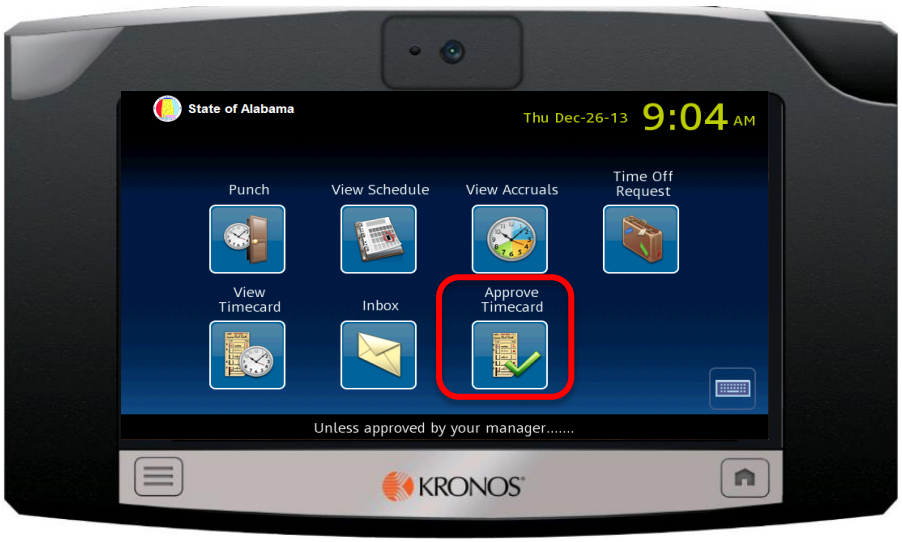
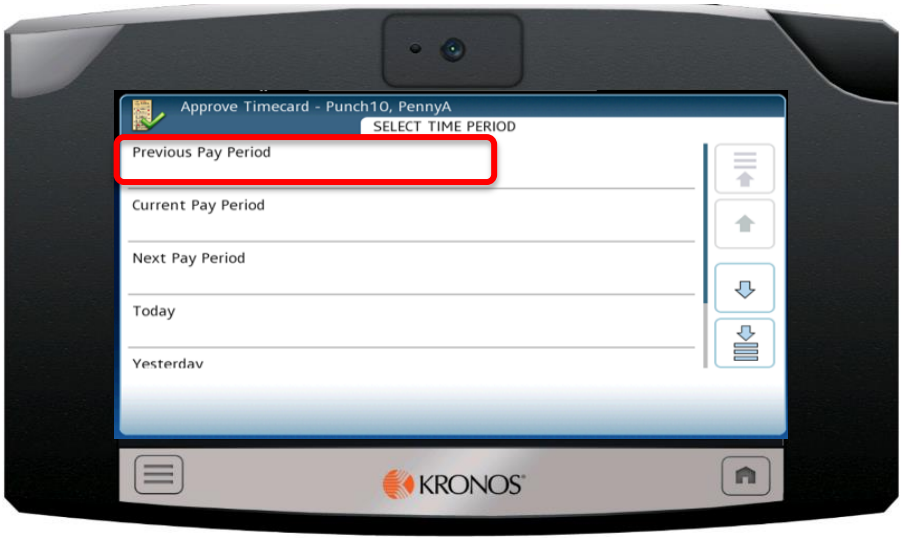
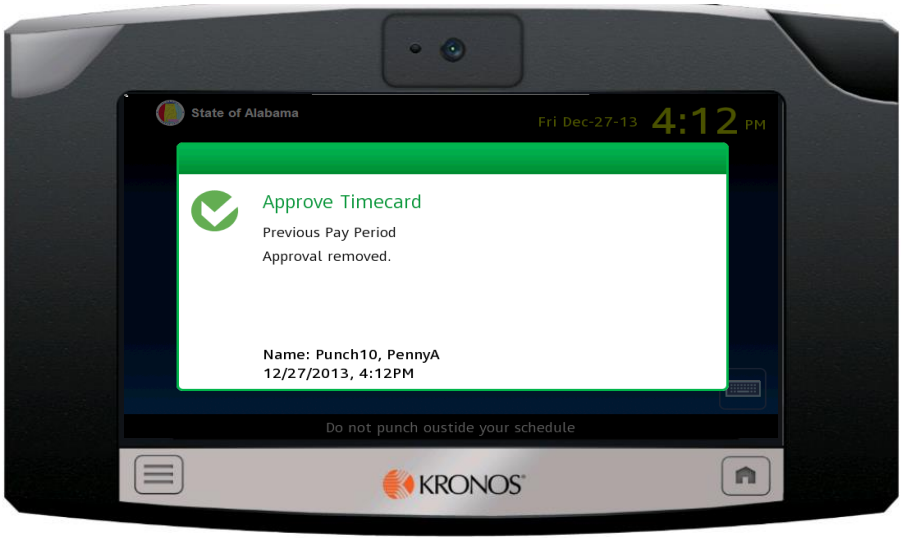
1. An employee can remove the timecard approval by selecting the **Approve Timecard** soft key and performing a finger scan.
2. Choose the **Previous Pay Period** and when the timecard displays, select the **Remove Approval** button in the lower right corner of the screen. The **Approve Timecard** confirmation message will display to indicate the approval was successfully removed.







What Happens if My Punch is Rejected?

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Error message number is [NGT 04-1 ({failureCode})]

Possible reasons for this error:

- You entered a punch earlier than your schedule permits (109)
- You entered a punch later than your schedule permits (110)
- Your punch interpretation rule has not been sent to the terminal. Contact your system administrator. (102)
- Unscheduled IN punch (108). The terminal does not have a valid schedule for you; see your manager or agency administrator. Refer to the message number and the provide the failure code.

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What **NOT** to Use to Clean InTouch Device

- Do NOT use paper tissues or towels to clean the surface, lens or Touch ID sensor, as they may damage the surface, lens or sensor.
- Do NOT use isopropyl (rubbing) alcohol to clean the surface or lens, as the alcohol may damage the plastic casing of the surface or the lens.
- Do NOT use any solvents, such as acetone, paint thinners, turpentine, benzene, etc. on any part of the terminal.
- Do NOT use scouring pads, steel wool, or abrasives of any kind on any part of the terminal.
- Do NOT spray cleaner or water directly onto any part of the terminal.
- Do not use an excessive amount of water to cleanse the terminal. Excessive water can cause permanent damage to the terminal. To safely cleanse the terminal, use a clean, damp cloth to wipe away any residue left on the surface.

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How to Clean the InTouch Device

Clean the Surface and Biometric Touch Pad

Spray glass cleaner or water onto a soft, lint-free cloth. Do not use paper towels.

Do not spray cleaner or water directly on the terminal.

Gently wipe the surface of the terminal, including the polycarbonate lens that covers the terminal's display.

Important note: Use *only* water or glass cleaner to clean the surface and lens of the terminal.

Terminal Disinfecting/Cleaning Procedure

Use disinfecting wipes to disinfect the Kronos terminal. Do not spray liquid cleaners directly on terminal. Alternatively, spray liquid cleaner into a soft , lint-free cloth. Do not oversaturate the cloth.

To reduce excess fluid, squeeze or wring out the wipe.

Carefully wipe the terminal down. Gently wipe the screen being sure not to push hard on it. Do not let liquid pool, especially in the corners near the touch screen.

If drying is required, use a clean, lint-free cloth. Do not use paper towels or abrasive cloths to wipe or dry the terminal.