Welcome to the eSTART 4500 Terminal Orientation.

- What is the Kronos 4500 Terminal?
- Get Employee Information When Needed
- How to Use the Terminal
- How to Enter a Personal Identification Number
- How to Swipe a Badge
- How to Use Soft Keys
- What Happens if My Punch is Rejected?

- Employees get the information that they need when they need it
- Employees can view and manage their own information, including:
  - Request time off
  - View and approve timecard
  - View accrual balances
  - View current and future schedules

eSTART
State of Alabama

Indicator Lights

In this topic, we will review:

- Location of Keys and Biometric reader

- Reviewing the current date and time

- Viewing company messages

- Accessing soft keys

- Accessing tasks

- Accessing the Alpha Numeric keyboard

- Reviewing the Status icons

Soft Keys

Navigation Keys

Keypad

Biometric Reader

KRONOS

3:14 PM	Wed Jan-10-2014
Do not punch outside of schedule	
Punch	View Timecard
View Schedule	Inbox
View Accruals	Approve Timecard
Time Off Requests	More…

Specialty Keys

**Home, Help, Back, Clear**

Enter Key

Note that the current time, day of the week, and date display at the top of the 4500 Terminal. Additionally, notice that important messages may display at the top of the screen.

4500 Biometric Terminal - Punch

1. Once enrolled on the 4500 Terminal, using a soft key, Punch.

2. Using the key pad, enter the employee identification number.

3. Position the first joint of the finger against the ridge lock.

Lock

Place the finger on the sensor.

Place and Hold

Hold the finger on the sensor until the terminal beeps and displays a response.
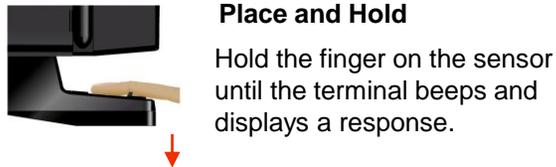
If the finger authentication or scan is successful, the indicator light flashes green and you hear a tone.

If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.

Indicator Lights

KRONOS

3:14 PM   Wed Jan-10-2014
Do not punch outside of schedule

Punch	View Timecard
View Schedule	Inbox
View Accruals	Approve Timecard
Time Off Requests	More…

How to Swipe a Badge

Indicator Lights

BADGE

If the terminal uses badges with a bar code or magnetic stripe:

- Hold the badge so that the bar code or magnetic stripe is facing the badge reader.

- Swipe the badge through the reader from top to bottom.

- If the punch is successful, the terminal beeps once and the top status light flashes green.

KRONOS®

3:14 PM   Wed Jan-10-2014
Do not punch outside of schedule

Punch	View Timecard
View Schedule	Inbox
View Accruals	Approve Timecard
Time Off Requests	More…

Basic Tasks using Soft Keys

Please note that other functionality is available on the 4500 Terminal. Select the desired tasks to perform using the available soft keys.

- Punch

- View Schedule

- View Accruals

- Time Off Requests

- View Timecard

- Inbox

- Approve Timecard and more…

To move the cursor to different fields, use the Up and Down arrow keys to desired fields once a task is selected.

Use the keypad to enter any numerical data.

This topic explains common errors you may see:

- Punch Reject

- Error reading badge

- Unknown home employee

Possible reasons for this error:

- The punch entered is earlier than the employee's schedule permits. (109)

- The punch entered is later than the employee's schedule permits. (110)

- The punch interpretation rule has not been sent to the terminal. Contact the system administrator. (102)

- Unscheduled IN punch. (108) The terminal does not have a valid schedule for you; see the system administrator.

Error 01-1: Error reading badge
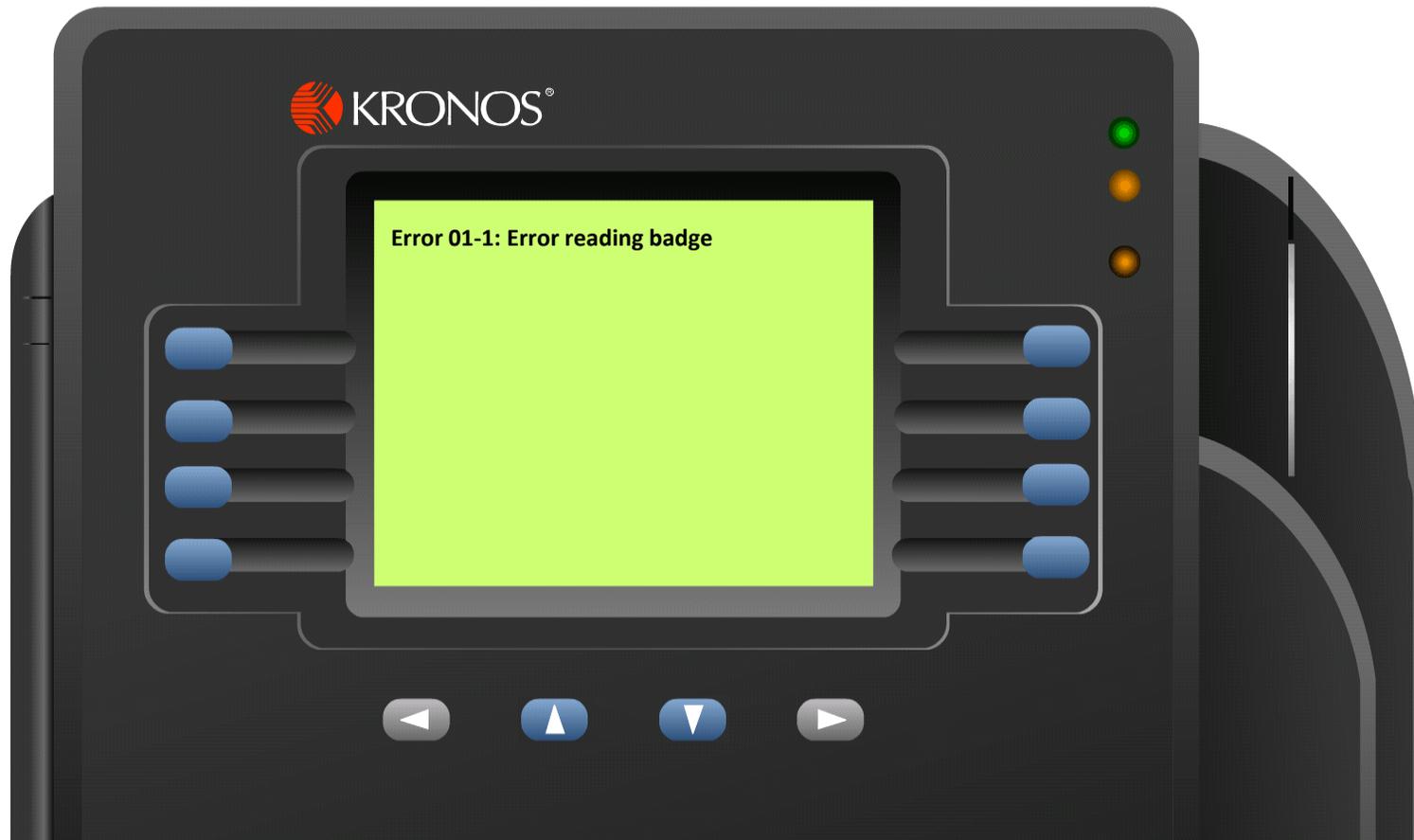
Possible reasons for this error:

- Was the badge swiped properly, from top to bottom? Try again.

- If swiping correctly and error continues, the quality of the badge may be the problem. Contact the system administrator.
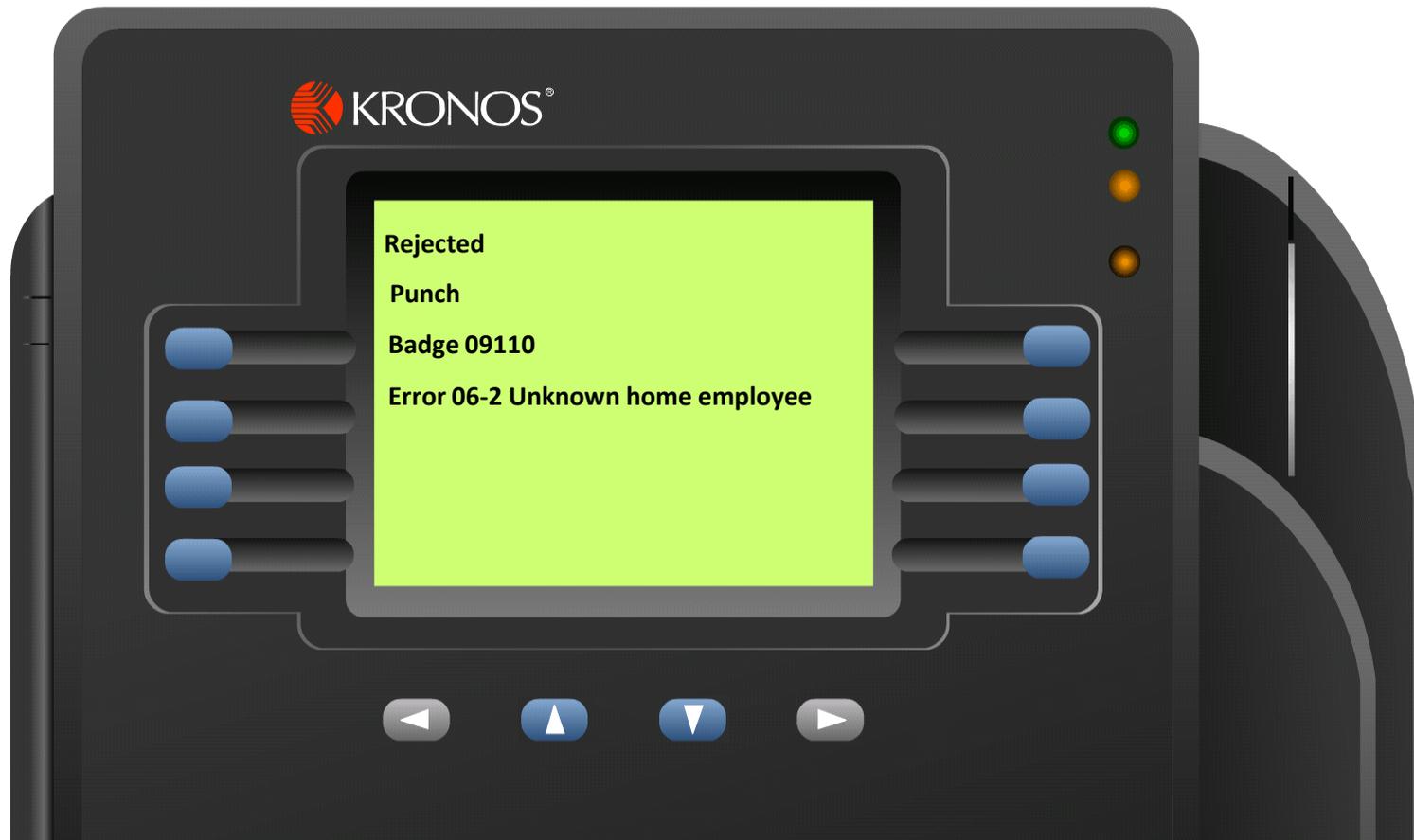
Possible reasons for this error:

- Data for a new employee has not been sent to the terminal. Contact the system administrator.

- A new badge was issued and the new badge number has not been sent to the terminal. Contact the system administrator.