

Schedule 3.2
Client's Kronos Policies

Agency will be paid based on Kronos time Report

HOW TO USE KRONOS TIME CLOCK

1. Use 8 Digit Badge ID – 2 Digit Month, 2 Digit Day, Last 4 Digits of SSN (MMDDSSN#) – Press Enter
2. Kronos clock will state if punch was accepted / declined
3. If time punch declined, repeat the process

Registrant will use Kronos Time Clock while working at Center

- ❖ Clock In at start of shift
- ❖ Clock out for meal break
- ❖ Clock back in from meal break
- ❖ Clock out at end of shift

Missed Punch(es) will need to be corrected ASAP. Missed Punch(es) can result in delay of pay.

The work week for CareerStaff Managed Services is Sunday – Saturday based on scheduled shift date.