



Time Clocks
Kronos features

Did you know you can view your Accruals and your Timecard on the Kronos time clocks??

Steps to view Accruals:

1. Press “View Accruals”
2. Swipe your UCF Card
3. Press “Enter” twice
4. Accruals will appear on the screen
5. When you are finished, hit ESC

****Please keep in mind that accruals update the Wednesday after the payperiod closes****

Steps to view your Timecard:

1. Press “View Timecard”
2. Swipe your UCF Card
3. Select the desired time period
(Example: Previous, Current, Today
Yesterday, Week to Date, or Last Week)
4. Data will appear on the screen
5. When you are finished, hit ESC

****If you are unsure if you clocked in on a given date (or if the time clock read your punch), you can use the “Today” timeperiod feature and it will display your punch, or lack thereof****

