



**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\*\***

