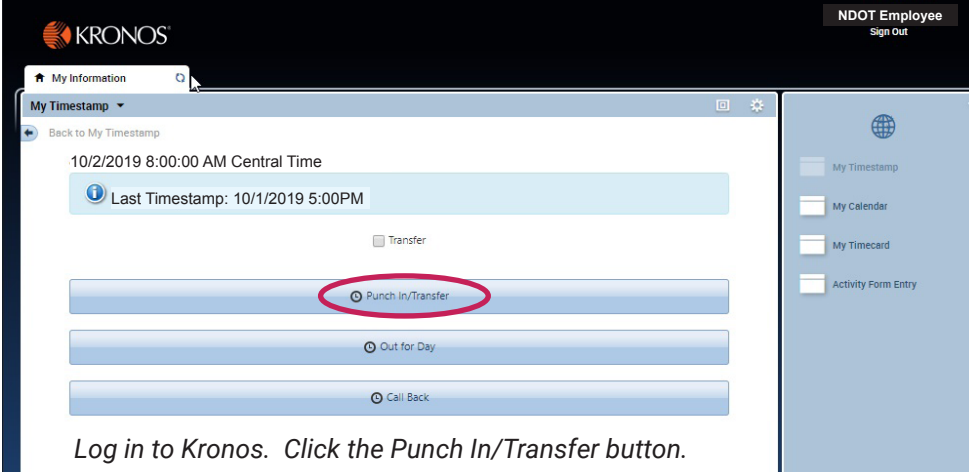
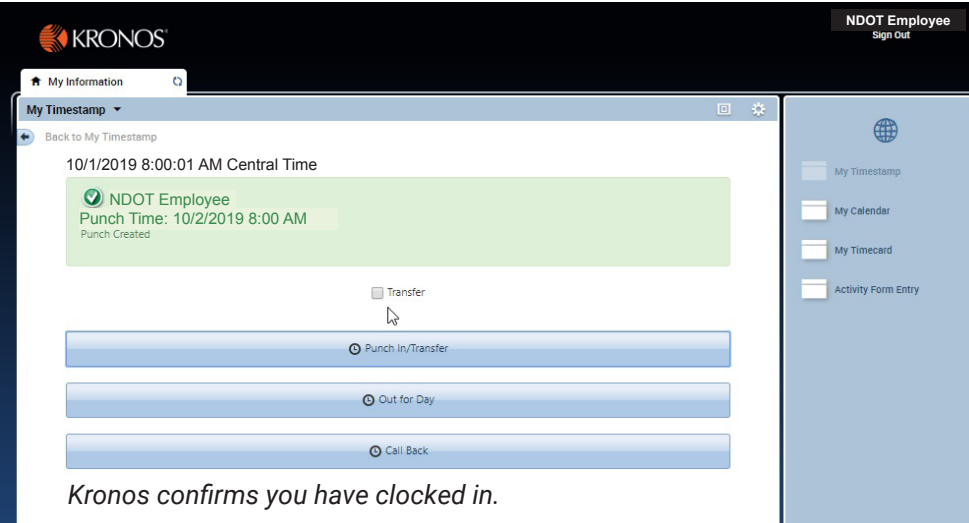


Clocking in and out on the computer



The screenshot shows the Kronos interface for an NDOT Employee. The main content area displays the date and time: 10/2/2019 8:00:00 AM Central Time. Below this, it shows the last timestamp: 10/1/2019 5:00PM. There are three buttons: 'Punch In/Transfer' (circled in red), 'Out for Day', and 'Call Back'. A sidebar on the right contains links for 'My Timestamp', 'My Calendar', 'My Timecard', and 'Activity Form Entry'. The top right corner shows 'NDOT Employee' and a 'Sign Out' link.

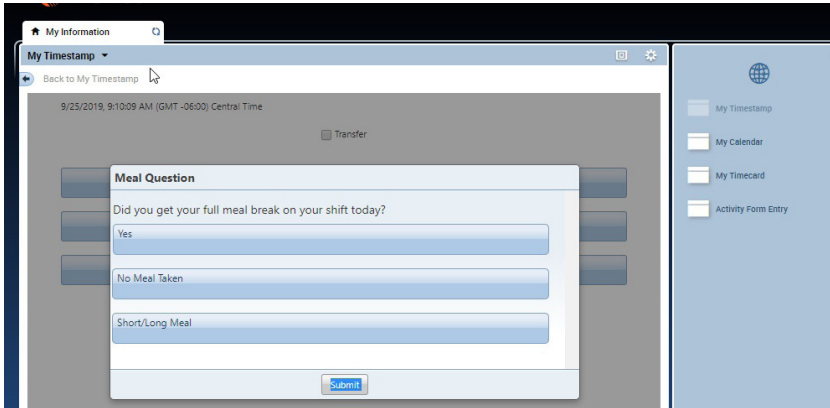
Log in to Kronos. Click the Punch In/Transfer button.



The screenshot shows the Kronos interface after a successful punch-in. The main content area displays the date and time: 10/1/2019 8:00:01 AM Central Time. A green confirmation message reads: 'NDOT Employee Punch Time: 10/2/2019 8:00 AM Punch Created'. The 'Punch In/Transfer' button is now disabled. The sidebar and top right corner are the same as in the previous screenshot.

Kronos confirms you have clocked in.

To clock out, click the Out for Day button. Choose appropriate answer in the Meal Question window. Click Submit. Kronos will confirm your time out.



The screenshot shows the 'Meal Question' dialog box overlaid on the Kronos interface. The dialog asks: 'Did you get your full meal break on your shift today?'. There are three radio button options: 'Yes', 'No Meal Taken', and 'Short/Long Meal'. A 'Submit' button is at the bottom of the dialog. The background shows the 'My Timestamp' page with the 'Out for Day' button highlighted.