

Kronos 4500 and Intouch – Adding Employees to Timeclock Groups

Overview

- Kronos 4500 and Intouch timeclocks require employees to be manually assigned to the timeclock and/or timeclock group
- Groups are helpful if Employees can clock in on more than one timeclock.

Adding Employees to Timeclocks

1. Navigate to ezlaborManager: **Setup > Timeclocks**.

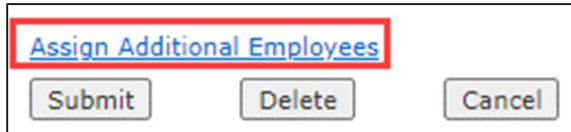


2. Click the **Name of the Clock** to access Employee Assignment.

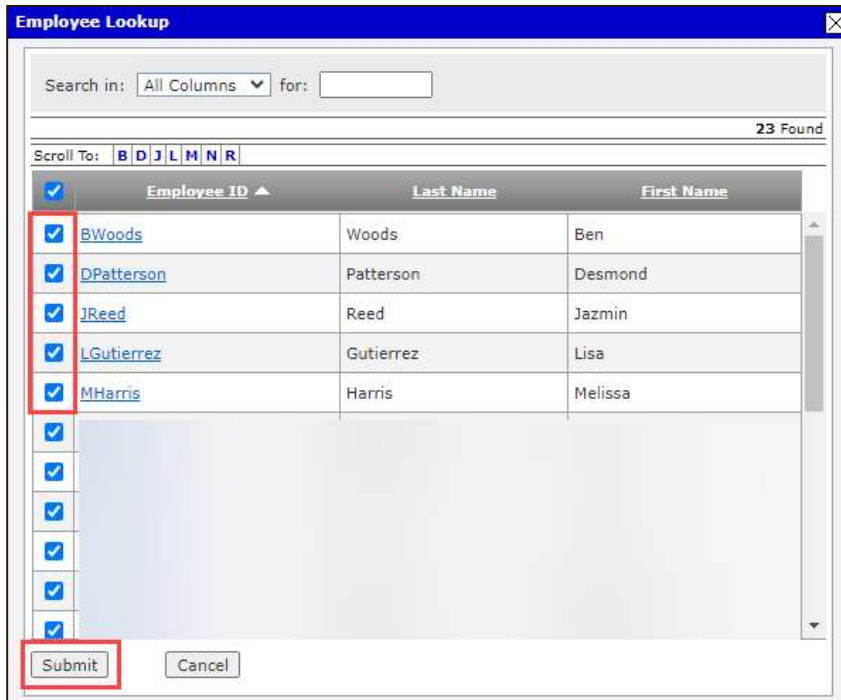


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3. Select **Assign Additional Employees**.



4. Select **employees** to add to this timeclock and hit **Submit**.



	Employee ID ▲	Last Name	First Name
<input checked="" type="checkbox"/>	BWoods	Woods	Ben
<input checked="" type="checkbox"/>	DPatterson	Patterson	Desmond
<input checked="" type="checkbox"/>	JReed	Reed	Jazmin
<input checked="" type="checkbox"/>	LGutierrez	Gutierrez	Lisa
<input checked="" type="checkbox"/>	MHarris	Harris	Melissa
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

5. From the Timeclocks page, hit **Submit** to finalize.



<input type="checkbox"/>	22			
<input type="checkbox"/>	23			
<input type="checkbox"/>	24	BWoods	Woods	Ben

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Adding Employees to Timeclock Groups

Best used when there is more than one Kronos clock in which employees can use for time tracking

1. Navigate to ezLaborManager: **Setup > Timeclock Groups**.



2. If no timeclock group is already created, select **Add New**.

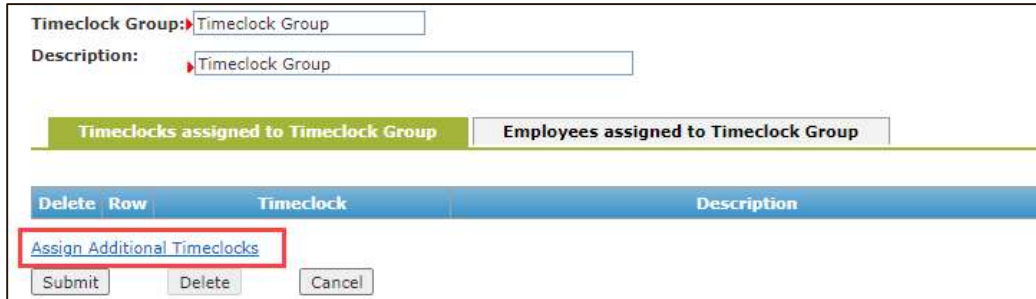


3. Enter Name and Description for the New Timeclock Group.

A screenshot of the 'Timeclock Group' creation form. The form has two input fields: 'Timeclock Group' and 'Description', both of which are highlighted with a red box. Above the form, there are 'Add New' and 'Copy' buttons. Below the form, there are two tabs: 'Timeclocks assigned to Timeclock Group' and 'Employees assigned to Timeclock Group'. At the bottom, there is a table with columns 'Delete', 'Row', 'Timeclock', and 'Description'. Below the table, there are 'Submit', 'Delete', and 'Cancel' buttons.

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4. From the Timeclocks assigned to Timeclock Group tab, select **Assign Additional Timeclocks**.



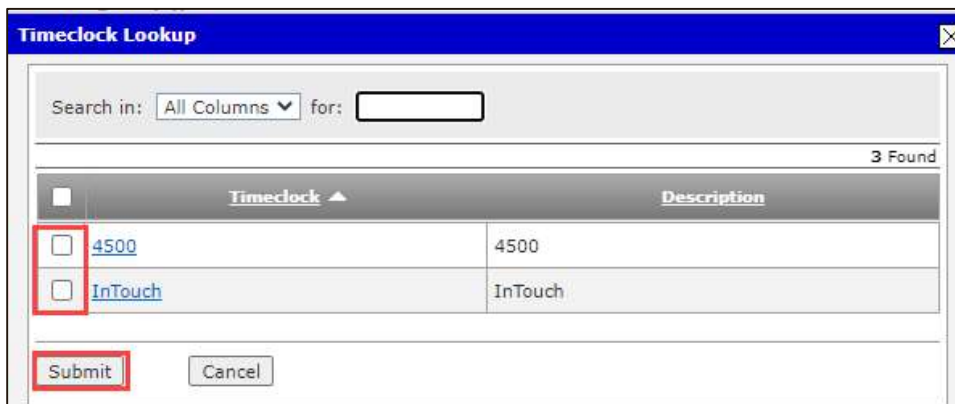
Timeclock Group: Timeclock Group
Description: Timeclock Group

Timeclocks assigned to Timeclock Group | Employees assigned to Timeclock Group

Delete	Row	Timeclock	Description
Assign Additional Timeclocks			

Submit Delete Cancel

5. From the Timeclock Lookup window, select **timeclock(s)** and select **Submit**.



Timeclock Lookup

Search in: All Columns ▼ for:

3 Found

	Timeclock ▲	Description
<input type="checkbox"/>	4500	4500
<input type="checkbox"/>	InTouch	InTouch

Submit Cancel

6. From the Employees assigned to Timeclock Group tab, select **Assign Additional Employees**.



Timeclocks assigned to Timeclock Group | **Employees assigned to Timeclock Group**

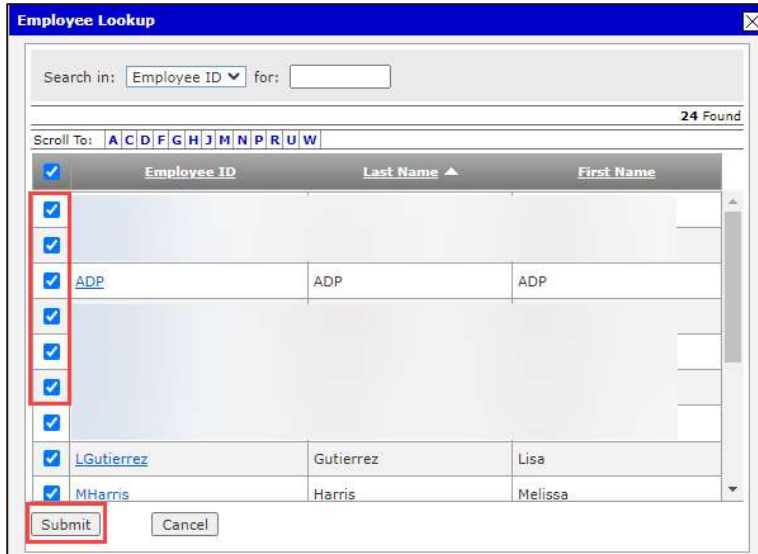
0 Found

Delete	Row	Employee ID	Last Name	First Name
Assign Additional Employees				

Submit Delete Cancel

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- From the Employee Lookup window, choose **Employee(s)** and select **Submit**.



The screenshot shows the 'Employee Lookup' window. At the top, there is a search bar with 'Employee ID' selected in the dropdown and an empty text field. Below the search bar, it says '24 Found'. A 'Scroll To:' bar contains letters A through W. The main area is a table with columns: Employee ID, Last Name, and First Name. Several rows are visible, each with a checkbox in the first column. The first five checkboxes are checked and highlighted with a red box. The last two rows are 'LGutierrez' (Gutierrez, Lisa) and 'MHarris' (Harris, Melissa). At the bottom left, the 'Submit' button is highlighted with a red box, and the 'Cancel' button is to its right.

- From the Timeclock Groups page select **Submit** to complete creation and assignments.



The screenshot shows a table with three rows. The first two rows have checkboxes in the first column, and the third row has a checkbox and the text 'B Woods', 'Woods', and 'Ben'. Below the table, there is a link 'Assign Additional Employees' and three buttons: 'Submit' (highlighted with a red box), 'Delete', and 'Cancel'.

Verify Employee Assignment Update

With our Kronos timeclocks once employees have been assigned to Timeclock or a Timeclock Group a validation data activity is created. This must be completed before attempting enrollment.

- Navigate to ezLaborManager: **Setup > Hosted Timeclock Configuration**.



The screenshot shows the 'Setup' menu in ezLaborManager. The 'Setup' button is highlighted with a red box. Below it, the 'Hosted Timeclock Configuration' option is highlighted with a red box.

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- From the Timeclock Configuration page select **View Activity**.

Status	Description (ID)	Model	Profile	Last Upload	Last Activity	Action
	InTouch (InTouch)	4500	4500 Basic Timeclock – Swipe and Go to record your time			
	Training (Training)	4500	QuickPunch Enabled with In and Out Soft Keys – Biometric finger Scan configuration PST			
	4500 (4500)	4500	4500 QuickPunch Enabled – Biometric finger Scan configuration			

View Activity
Edit Timeclock
Edit Timeclock Profile

- Review Validation Data and ensure it shows Complete before enrollment.

451553464	12/20/2022 07:43:37 AM PST	Download	Complete - Validation Data
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Note: If this activity is missing, please visit our Download Employee Data (Kronos) document to submit.