

- 1 On the screen, tap **Punch**.
- 2 Place the **badge** near the proximity reader.
- 3 Position the badge near the proximity reader.
- 4 **Roll out of Touch ID deferred due to Pandemic** message on the screen.
- 5 If the punch is successful, the indicator light flashes green and you hear a tone.
If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.

Do you have your new Badge?

Kronos timeclocks use proximity badge.

You will use this new badge and Kronos timeclock starting **January 18th**.

Badges will be available starting the week of January 11th.

Badge Pickup: See the *front office*

Questions/Concerns: Contact the scheduling office *extension 2008 or email wflscheduling@oxfordcounty.ca*



Common Error Messages

Error 01-1: Error reading badge

What to do:

You may not have tapped properly. Try again, following the steps above. If you get the same message, contact scheduler or **optionally, you can type your badge number (located on your badge) on the touch screen.**

Error 04-1: Rejected

What to do:

You have already successfully swiped, or—if you are attempting to enter another punch, not enough time has gone by since entering the previous punch. Wait a moment or two, then try again.