

Kronos 4500 Clocks -

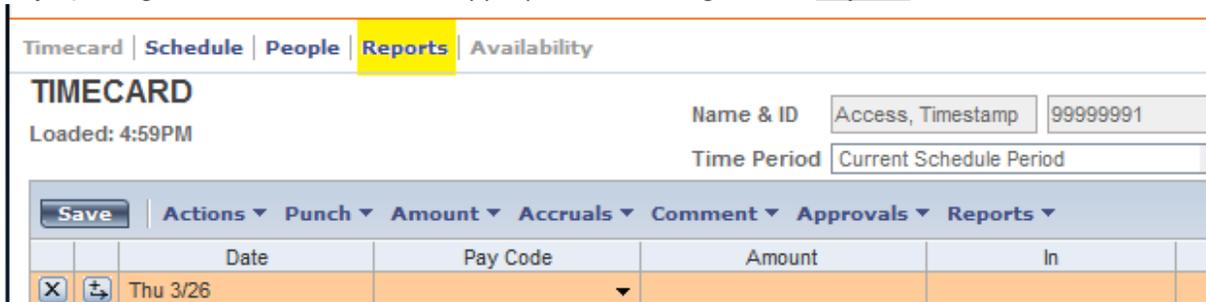
The attached [View TimeCard Memo](#) should be printed and hung by each 4500 Clock at your location.

We are continuing to experience an issue with the view timecard at the 4500 model clocks. We are working with Kronos to resolve this issue ASAP.

If an employee requests to view their detail timecard, follow the steps below to run the [TIME DETAIL REPORT](#) for either a *single* employee or *multiple* employees.

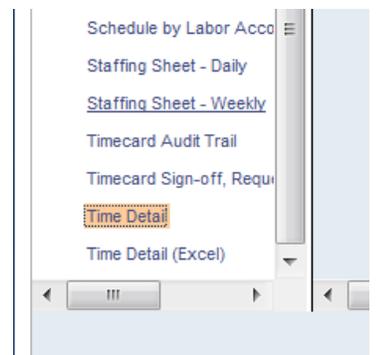
For One Employee

Step 1) Navigate to Time Card > select appropriate date range > click [Reports](#)



The screenshot shows the Kronos Timecard interface. At the top, there are navigation tabs: Timecard, Schedule, People, Reports (highlighted in yellow), and Availability. Below the tabs, the word "TIMECARD" is displayed, along with "Loaded: 4:59PM". To the right, there are input fields for "Name & ID" (containing "Access, Timestamp" and "99999991") and "Time Period" (containing "Current Schedule Period"). Below these fields is a menu bar with options: Save, Actions, Punch, Amount, Accruals, Comment, Approvals, and Reports. The Reports menu is expanded, showing a list of reports: Schedule by Labor Account, Staffing Sheet - Daily, Staffing Sheet - Weekly, Timecard Audit Trail, Timecard Sign-off, Request, Time Detail (highlighted with a red box), and Time Detail (Excel). Below the menu is a table with columns: Date, Pay Code, Amount, and In. The first row shows "Thu 3/26" under the Date column.

Step 2) Select [Time Detail](#) report located under timecard section of reports > Run Report



For Multiple Employee's

Step 1) Select My Quick Links from Right Nav Bar



Step2) Click General > Reports



Step 3) Select **Time Detail** report located under timecard section of reports > Set People to Correct Hyperfind>Run Report

The Labor Management Team

For all issues pertaining to the ***Kronos system*** please click on the [Labor Management Service Request Catalog](#) or contact the Service Desk at 1-800-866-4274. For all questions pertaining to ***Payroll*** please contact Payment Services 1-800-729-5432 during normal operating hours 8:00am – 6:00 pm EST.

© 2014 Aramark. All rights reserved. This communication, including attachments, is for the exclusive use of addressee as directed by Aramark and may contain proprietary, confidential and/or privileged information. If you are not the intended recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this communication and destroy all copies. **PLEASE PRINT RESPONSIBLY**