

# Kronos Soft Keys for Disaster Time recording - 4500 Timeclock

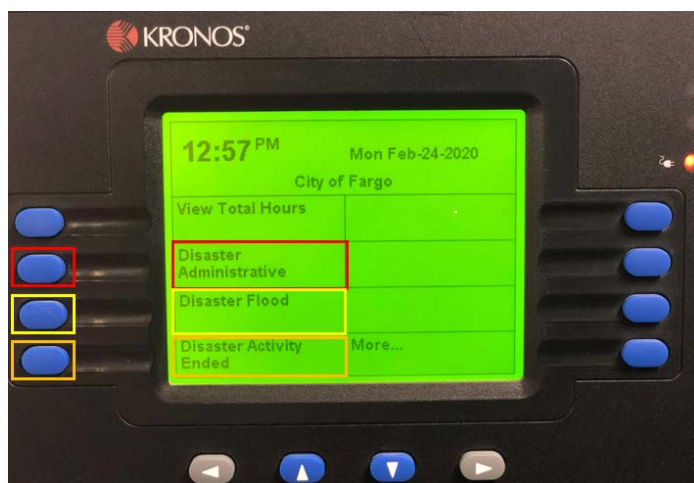
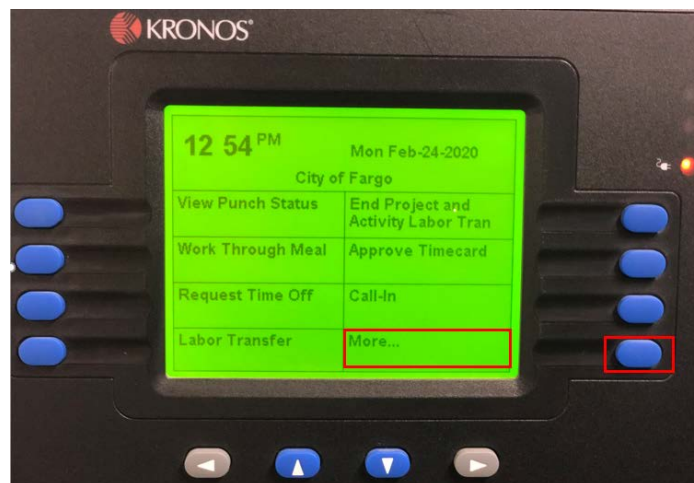
When you are performing a disaster related activity, you will use a **Disaster soft key** on the time clock when **punching IN**. A transfer needs to be entered when you start a disaster activity, change to a different disaster activity, change to a different disaster location or return to your normal non-disaster duties.

There are three Disaster Soft Keys, on some of the keys you will be prompted to enter an Activity Code (what you are doing) and an Other code (where you are located). Each soft key has activity codes that are associated, refer to the **Kronos Timeclock – Disaster Work Rules & Activity Codes** before choosing these codes.

Soft Key	Activity Code and Other prompt?	Effect
<b>Disaster Flood</b>	Select a Disaster code starting with DS	Records disaster work rule and labor level transfers
<b>Disaster Administrative</b>	Select a Disaster code starting with DS	Records disaster work rule and labor level transfers
<b>Disaster Activity Ended</b> (if return to your regular duties before the end of your scheduled shift)	None needed	Returns to your regular duty work rule with the automatic meal deduction

## To start recording the time you are working on a disaster related activity.

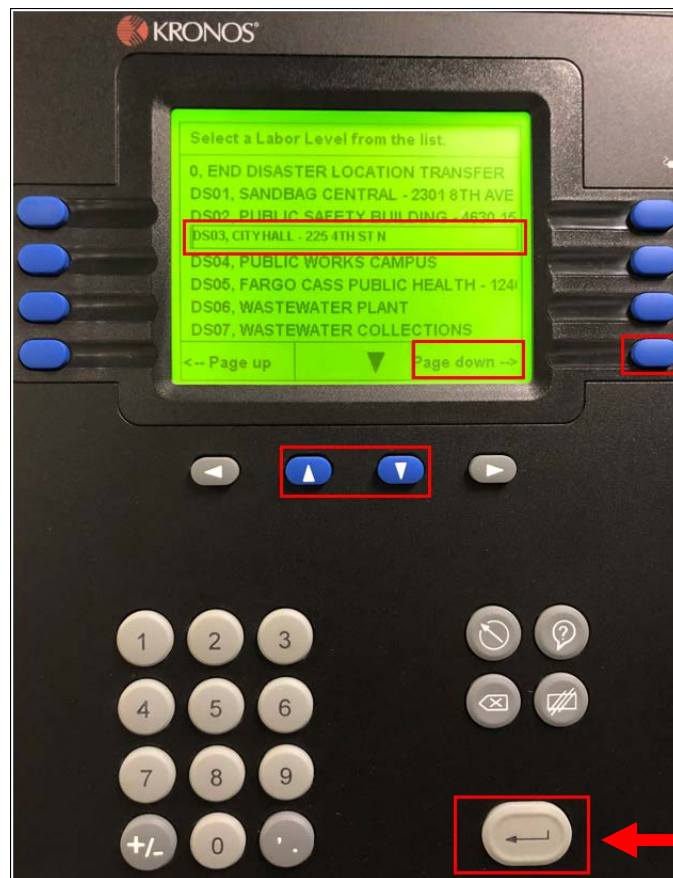
**Step 1:** Press the **blue soft key** next to one of the three **Disaster** options.



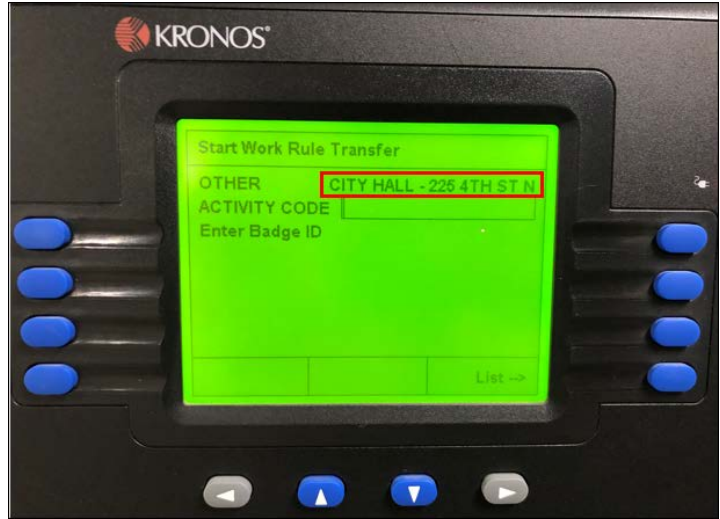
**Step 2:** To locate the **Other** code that shows the **location** where you are working, press the **blue soft key** next to the **List** option.



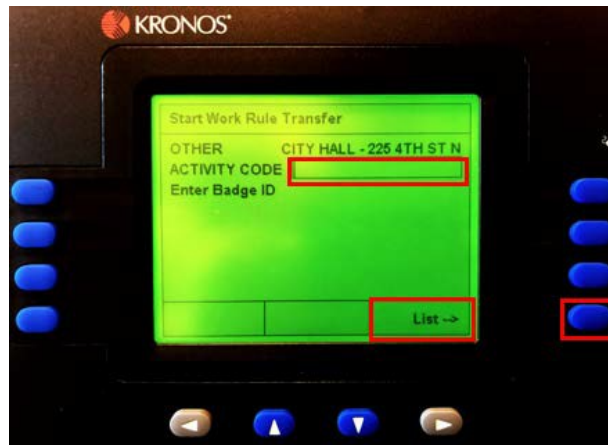
Use the **Page down** blue soft key or the **blue arrows** to scroll down and up the list. When you find the proper DS code, press the **Select or Enter Button**.



This will display the DS code. Hit **Select or Enter button** one more time to select and display the description.



**Step 3:** Once the Other labor level has been selected, the **Activity Code** box will be highlighted. To locate the **Activity Code** that shows the **activity** you are performing, press the **blue soft key** next to the **List** option.



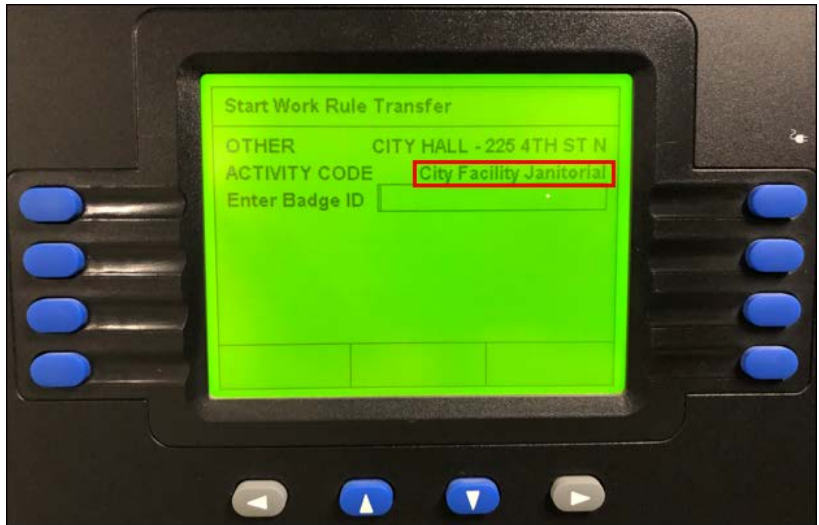
Use the **Page down** blue soft key or the **blue arrows** to scroll down and up the list. When you find the proper DS code, press the **Select or Enter Button**.



**Select or Enter Button**



This will display the DS code. Hit **Select or Enter button** one more time to select and display the description.



If you need to change your selections, use the Back button.

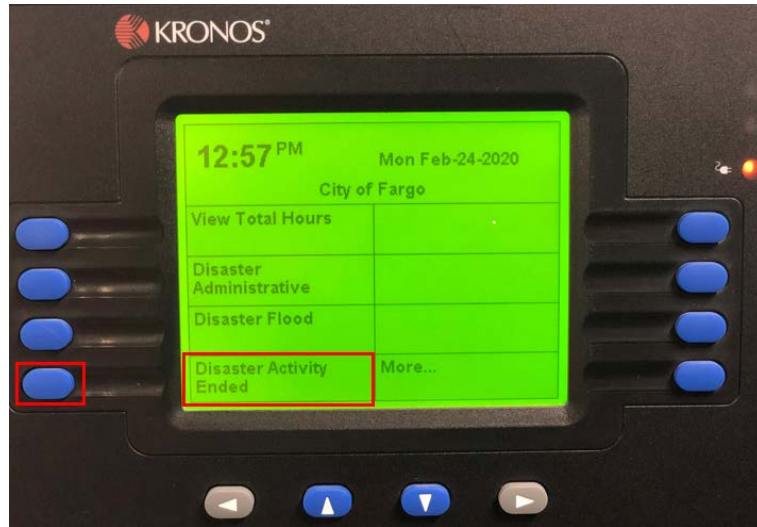


**Step 4:** Enter **Badge ID** (employee number), press **Enter** and **fingerprint verification** to record your IN punch and transfer.

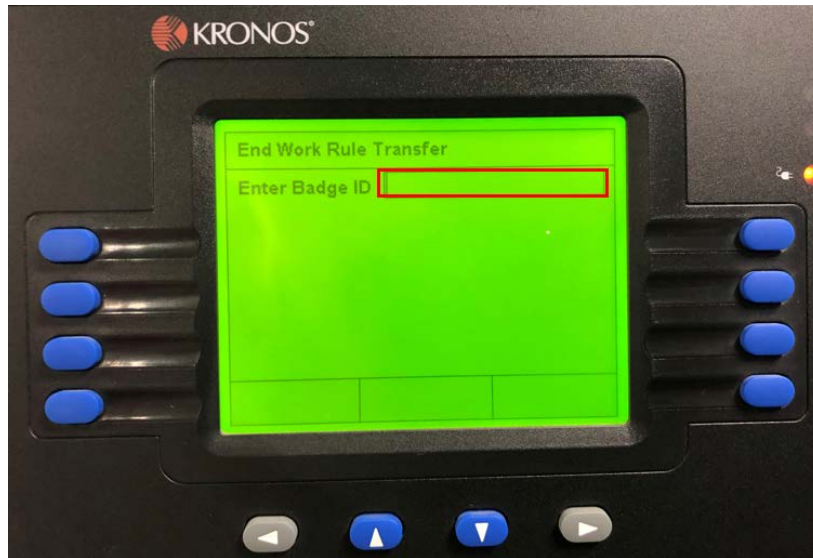


**To stop recording time working on a disaster activity before the end of your shift.**

**Step 1:** Press the blue soft key next to the **Disaster Activity Ended** option.



**Step 2:** Enter **Badge ID** (employee number) and **fingerprint verification**.



**Step 3:** The Disaster Activity End punch will show as accepted.



**2020 KRONOS TIMECLOCK - DISASTER WORK RULES & ACTIVITY CODES**

DISASTER - SOFT KEY		NON-DISASTER WORK RULE	
Disaster Flood		Disaster Administrative	
		Disaster Activity Ended	
ASSOCIATED LABOR LEVELS			
DS01	Assessment Flood Restoration	DS48	Administrative Support Meetings
DS02	Assessment Preliminary Damages	DS49	Administrative Support Accounting
DS03	City Facility Janitorial	DS50	Administrative Support Payroll
DS04	Cost Recovery Project Worksheets	DS51	Administrative P.O. & Pcard Processing
DS05	Crowd Control	DS52	Administrative Support Cost Recovery
DS06	Emergency Phone Banks	DS53	Administrative Support Record Scanning
DS07	Emergency Pumping	DS55	Public Health Prevention Services
DS08	Emergency Rescue		
DS09	Emergency Levee Repair		
DS10	Equipment Distribution - Placement		
DS11	Equipment Maintenance		
DS12	Equipment Relocation		
DS13	Equipment Rentals		
DS14	Evacuation Logistics		
DS15	Evacuation Planning		
DS16	FEMA - DES Applicant Briefings		
DS17	Flood Elevations		
DS18	Flood Mapping - GIS Support		
DS19	Infrastructure Protection		
DS20	Interagency Coordination		
DS21	IT Communications System Configuration		
DS22	IT Computer System Configuration		
DS23	IT Equipment Relocations		
DS24	Levee Clay Levee Construction		
DS25	Levee Contingency Placement		
DS26	Levee Inspections		
DS27	Levee Safety Patrol		
DS28	Levee Sandbag Placement		
DS29	Materials & Supply Procurements		
DS30	Meeting Flood Staff Coordination		
DS31	Meetings Neighborhood		
DS32	Press Conferences		
DS33	Public Information Releases		
DS34	Sandbag Distribution		
DS35	Sandbag Materials Management		
DS36	Sandbag Production		
DS37	Security - City Facilities		
DS38	Security - Neighborhoods		
DS39	Strategic Planning		
DS40	Survey Work		
DS41	Traffic Barriers		
DS42	Traffic Control		
DS43	Transportation of Volunteers		
DS44	Transportation Coordination		
DS45	Volunteer Supervision		

The ADMIN work rule and activity code is designed to capture time spent by personnel working primarily on administrative tasks. It will most commonly be used by administrative support staff (i.e., office managers, principal office associates, executive assistants, accountants, payroll processors, or other staff assigned to cost recovery work). Disaster field staff may also use the ADMIN work rule and activity codes for time spent preparing their timesheets, preparing purchase orders, or for office time spent in support of financial recordkeeping.