

# Kronos Soft Keys for Disaster Time recording - 4500 Timeclock

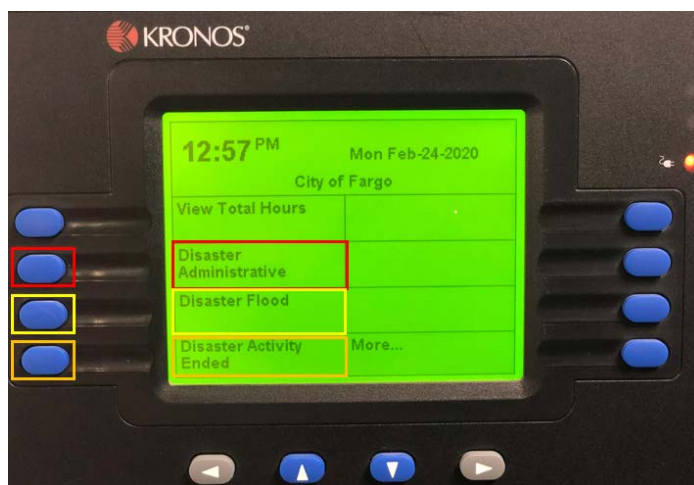
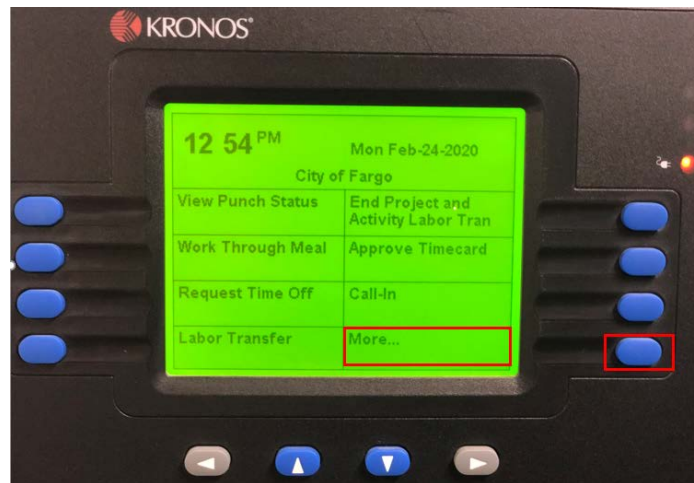
When you are performing a disaster related activity, you will use a **Disaster soft key** on the time clock when **punching IN**. A transfer needs to be entered when you start a disaster activity, change to a different disaster activity, change to a different disaster location or return to your normal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

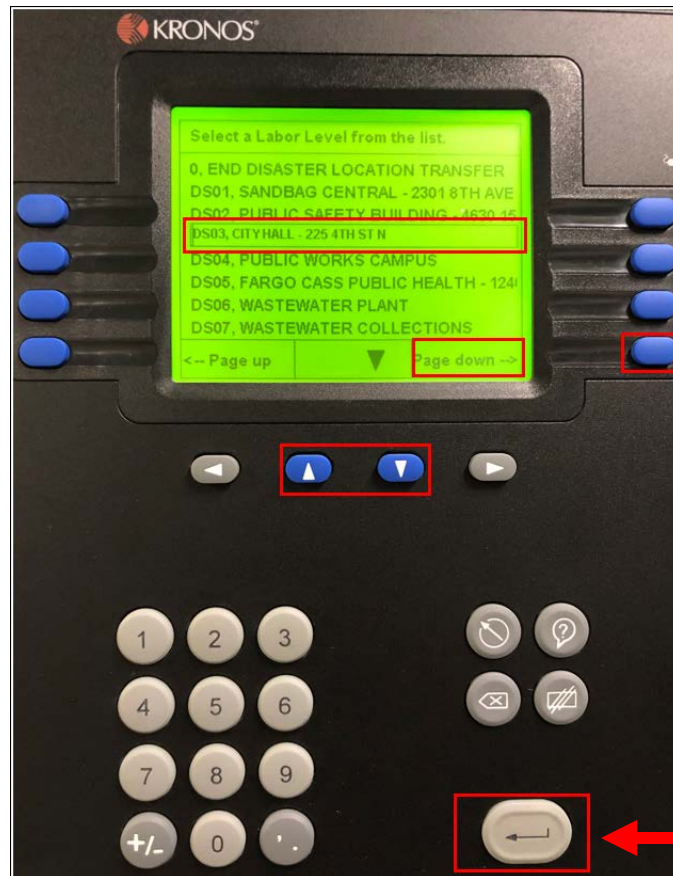
**Step 1:** Press the **blue soft key** next to one of the three **Disaster** options.



**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.

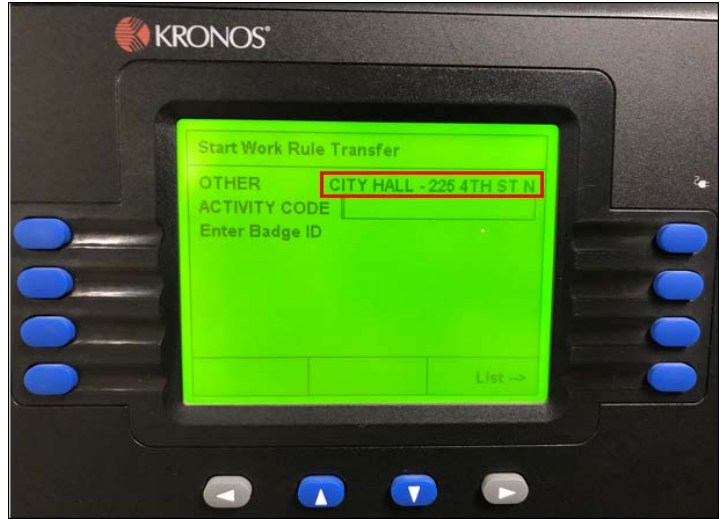


Use the **Page down** blue soft key or the **blue arrows** to scroll down and up the list. When you find the proper DS code, press the **Select or Enter Button**.

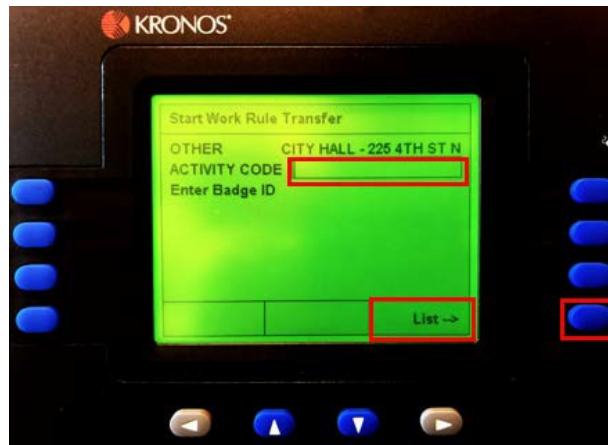


*Select or Enter Button*

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.

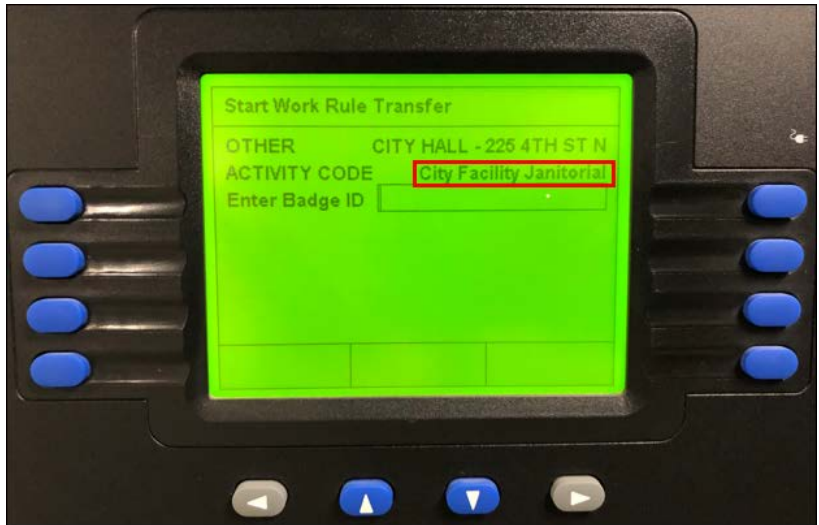


Use the **Page down** blue soft key or the **blue arrows** to scroll down and up the list. When you find the proper DS code, press the **Select or Enter Button**.



 **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.

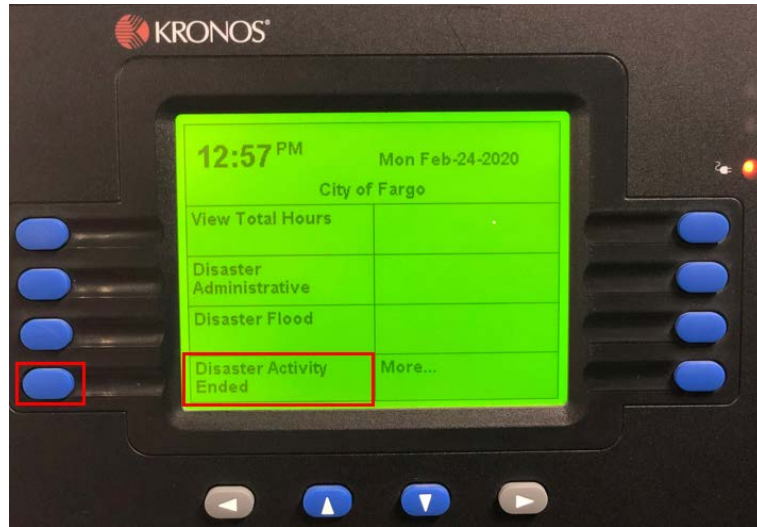


**Step 4:** Enter **Badge ID** (employee number), press **Enter** and **fingerprint verification** to record your IN punch and transfer.

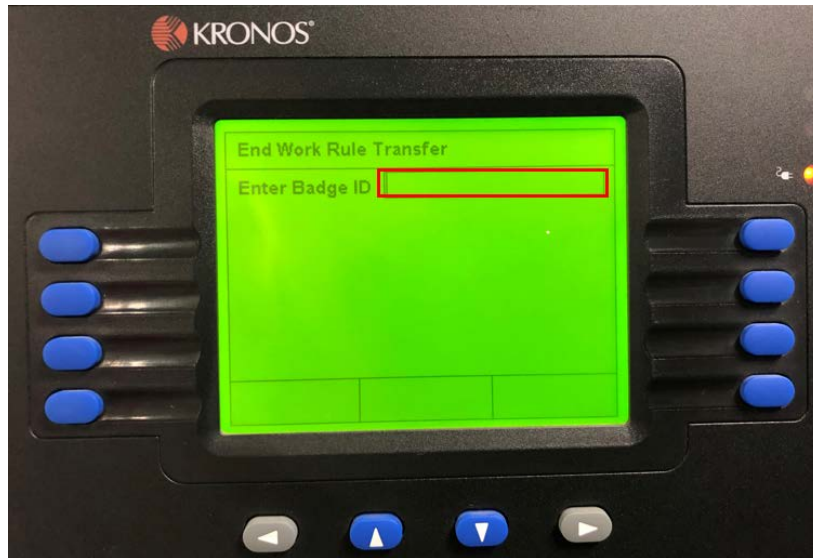


**To stop recording time working on a disaster activity before the end of your shift.**

**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.