

**Q: I am not able to print the Kronos Timecard Correction Form.**

**A:** No worries, please keep track of your time and you can fill out the form when you come onsite. You can also open the Kronos timecard on your computer, type on it, save it, and email it to your manager as well.

**Q: Where do I turn in my completed Kronos Timecard Correction Form?**

**A:** When you report to work, please turn in your form to your manager or department timekeeper.

**Q: How do I Punch in and out?**

**A:** See the step for Kronos Timekeeping System. You will be asked to login and make sure your login works before you start coming onsite. Your supervisor will show you which computer to use when you are onsite.

**Q: How do I submit a Time-Off Request?**

**A:** See the instructions under “Other related forms & documents” on the New Employee Orientation website.