

## **Call-In Scenarios (Timekeepers)**

These steps will not be needed if the Employee selected **Call-In**, or **Call-In Early**, at the Clock. The work rules will be auto populated.

If they did not, the Timekeeper will do the following for the scenarios below:

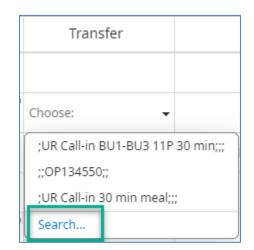
## Call-In

## Call-In While On Premises

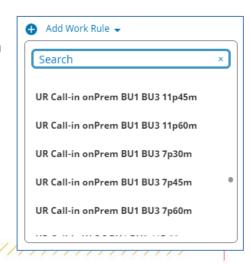
## Call-In While On Call

From the Employee's Timecard -

- 1. Go to "Transfer" column
- 2. Press **Search** and a pop-up will display on the right.



- 3. Under "Work Rule" select the appropriate Call-in rule and press Apply.
- 4. Click Save



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