Kronos Timekeeping System
Policy on Acceptable Use of the U Card / Generic Swipe Badge / Exception Log

Auxiliary Services uses Kronos as its official Timekeeping System.

As an employee of Auxiliary Services, you will be using your University of Minnesota U Card or an issued Generic/Temporary Swipe Badge as your official swipe badge for the purpose of identifying you and recording your time in the Kronos Electronic Timekeeping System.

Swiping at a Kronos Clock or Terminal
Swiping of the U Card or Generic/Temporary Badge at the Kronos device constitutes your electronic signature.
Your U Card or Generic/Temporary Swipe Badge is to be used solely by you to swipe In/Out for scheduled shifts and meal breaks, if applicable.
Replacement of a lost or damaged U Card (including replacement cost) will be the responsibility of the Employee.

Exceptions to swiping In/Out must be written on the exception log and must be approved and entered into Kronos by your supervisor or manager. The exception log is to be used only to record missing or changes/edits to swipes. Any leave time must be requested and approved on a separate absence form/card.

Use of the Exception Log:
The Employee(s) legal name must be used and written legibly.
The Employee must initial in the EMP INT box, which is the request and acknowledgment to change your electronic timecard.

Misuse of the U Card or Generic/Temporary Swipe Badge and/or exception log will result in disciplinary action and/or termination of employment.

I have read and understand the Auxiliary Services policy regarding the Kronos Timekeeping System and the use of my U Card or assigned Generic/Temporary Swipe Badge and use of the exception log.

Employee Name: _________________________________________ EMPLID: ___________________

Please print

Employee Signature: _________________________________________ Date: ___ / ___ / ___ ___ ___

Please Sign Month Day Year

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