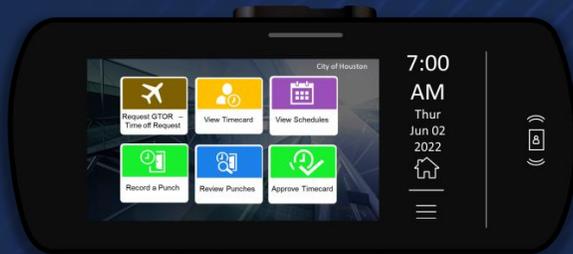




# InTouch DX Timeclock Training for Managers/Supervisors



November 2023



# Session Agenda

- Housekeeping
- Project Overview
- What's Changing
- InTouch DX clock features
- Review process for Recording Time
- Review process for Time off Requests

# Housekeeping Items

- During the training session, please use Teams Chat to ask questions and we will address them during the Q/A session.
- Q&A time will follow the presentation.
- Please remain muted unless you are speaking.
- When you do speak during our Q/A session, please identify yourself by name just in case we need to follow up with you.

# Project Overview

The City of Houston is in the process of updating its time and attendance technologies. The first phase is to replace existing timeclocks with next generation timeclocks that are supportable and can be used with future systems. Outdated timeclocks across the city will be removed, while some will be replaced with the new UKG InTouch DX clocks.



1

## When is this taking place?

Timeclocks across the city will be removed and replaced starting in November through December 2023.

3

## Where do I go for support?

<https://houstontx.gov/ara/payroll.html>  
Email questions: [payroll@houstontx.gov](mailto:payroll@houstontx.gov)  
Call 832-393-8900

2

## Ways to record time?

You can complete your time and attendance tasks through Kronos Workforce Central access on your City-issued computer or at a clock.

# Project Update

- ✓ Clocks received by 11/13/23
- ✓ Clock replacement/removal training sessions held on 11/6 and 11/7
- ✓ Posters are being distributed near location of clocks
- ✓ Director communication went out on 11/6/23
- ✓ Online training to Managers week of 11/6/23
- ✓ Job aids, instructional video and training recording will be available on the ARA payroll website

# What to Expect

## What's Changing

- The clock look and feel
- Navigation



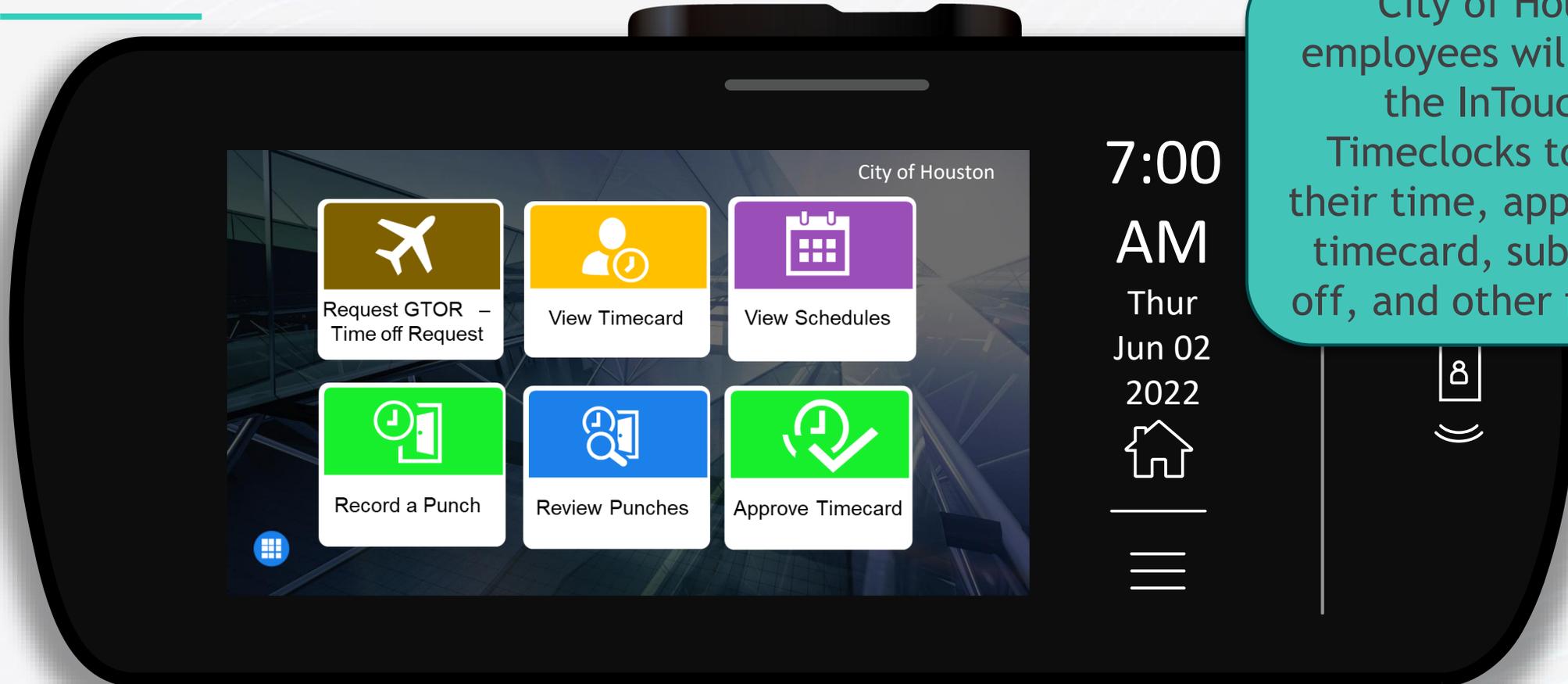
## What's Not Changing

- Clock location (unless permanently removed)
- Clock functions and processes will remain the same
- You will continue to use your current badge to clock in
- You will continue to be able to use Kronos WFC on your city-issued computer to complete time and attendance tasks

A photograph of two women in a professional setting, likely a meeting or collaborative work environment. They are seated at a desk with a laptop and other documents. The woman on the left is looking at the laptop screen, while the woman on the right is smiling and looking towards the camera. The image has a blue overlay.

# InTouch DX Clock Features and Navigation

# InTouch DX Timeclock



City of Houston employees will now use the InTouch DX Timeclocks to record their time, approve their timecard, submit time off, and other functions.

# InTouch DX Timeclock

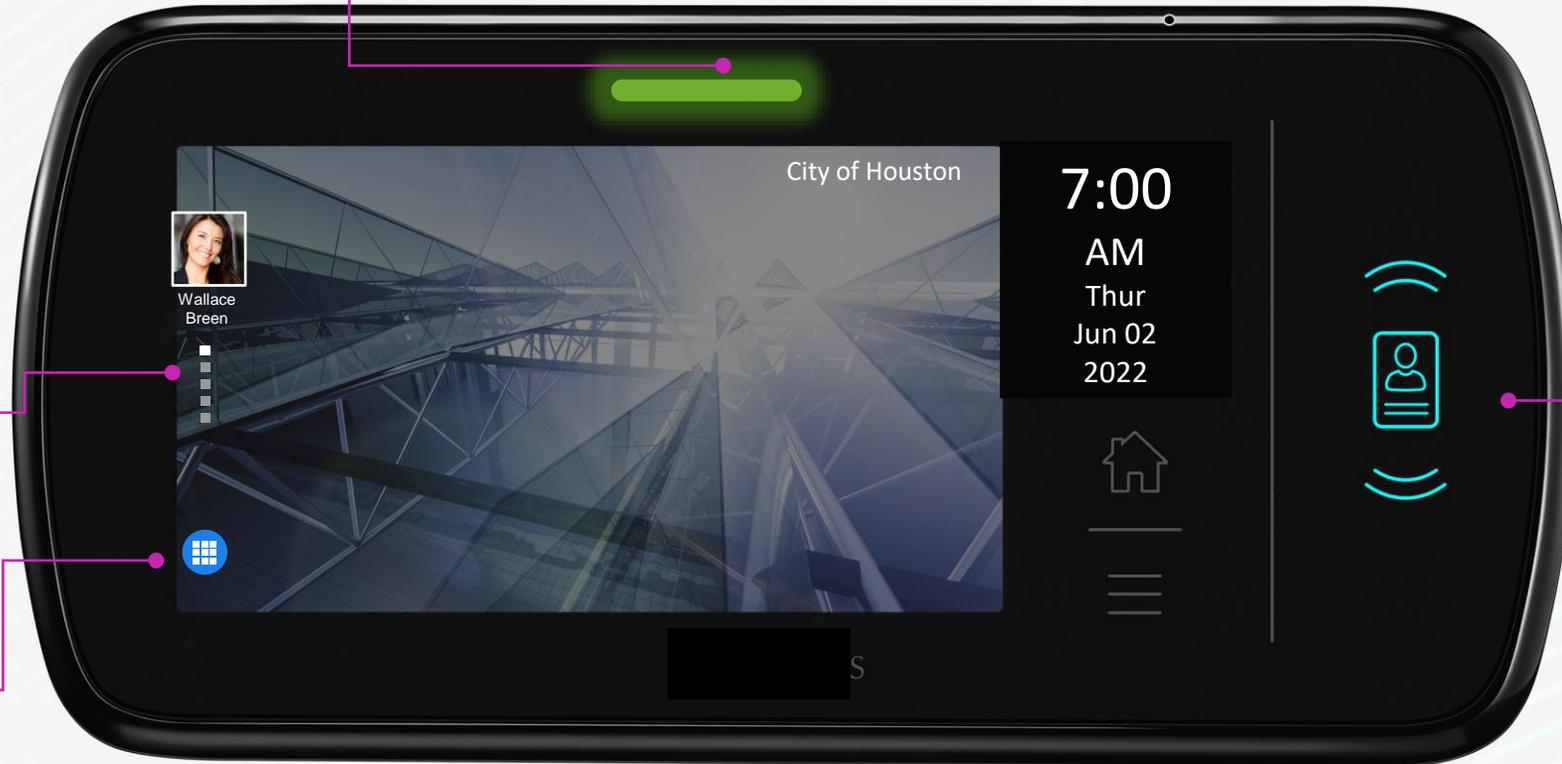
## Confirmation LED

Flashes green during successful badge in. Red light accompanied by error message on failure.

## Scroll Indicator

Swipe up to scroll when indicators appear.

Number Pad  
to enter ID



## Barcode or Magnetic Stripe Reader

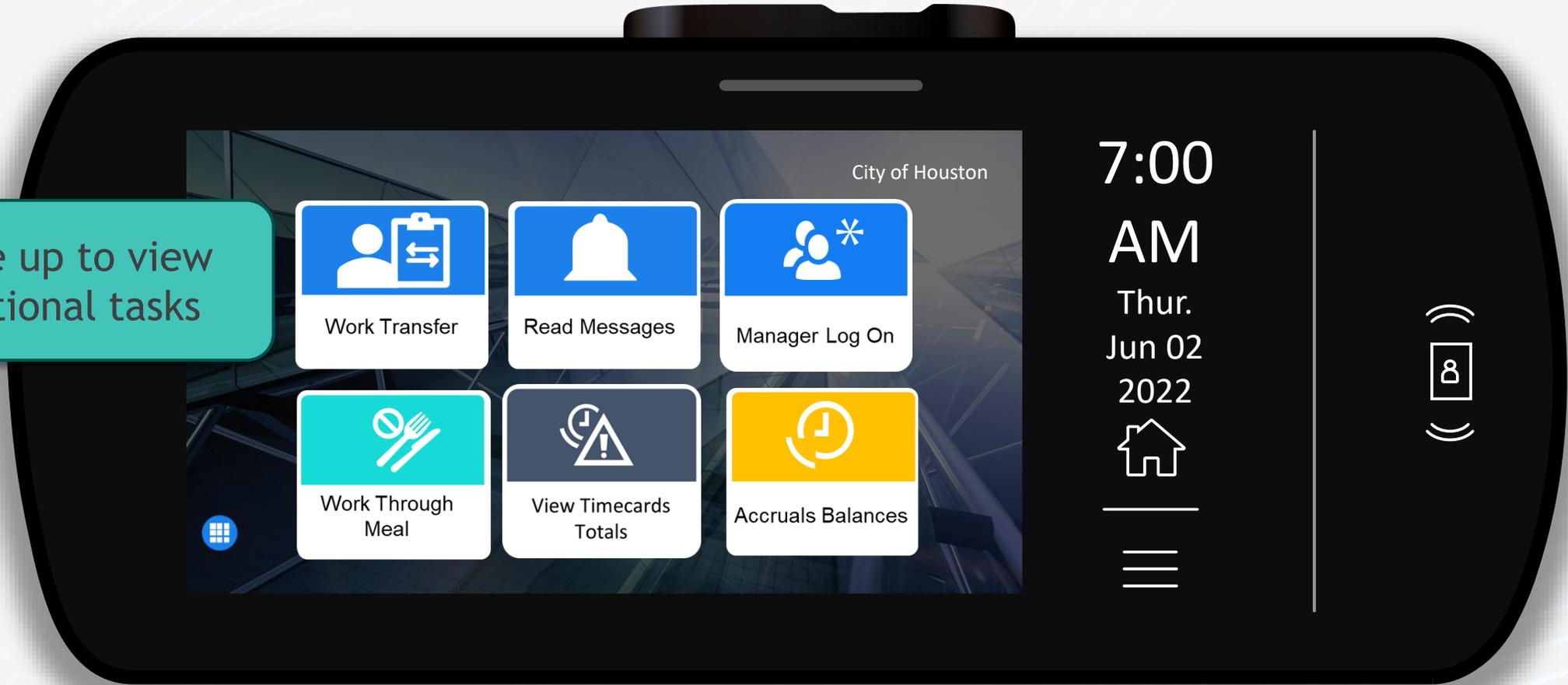
Swipe the badge through the reader on the right

# CoH Timeclock Functions

**Soft Keys**  
Soft keys can be tapped to perform actions available to you



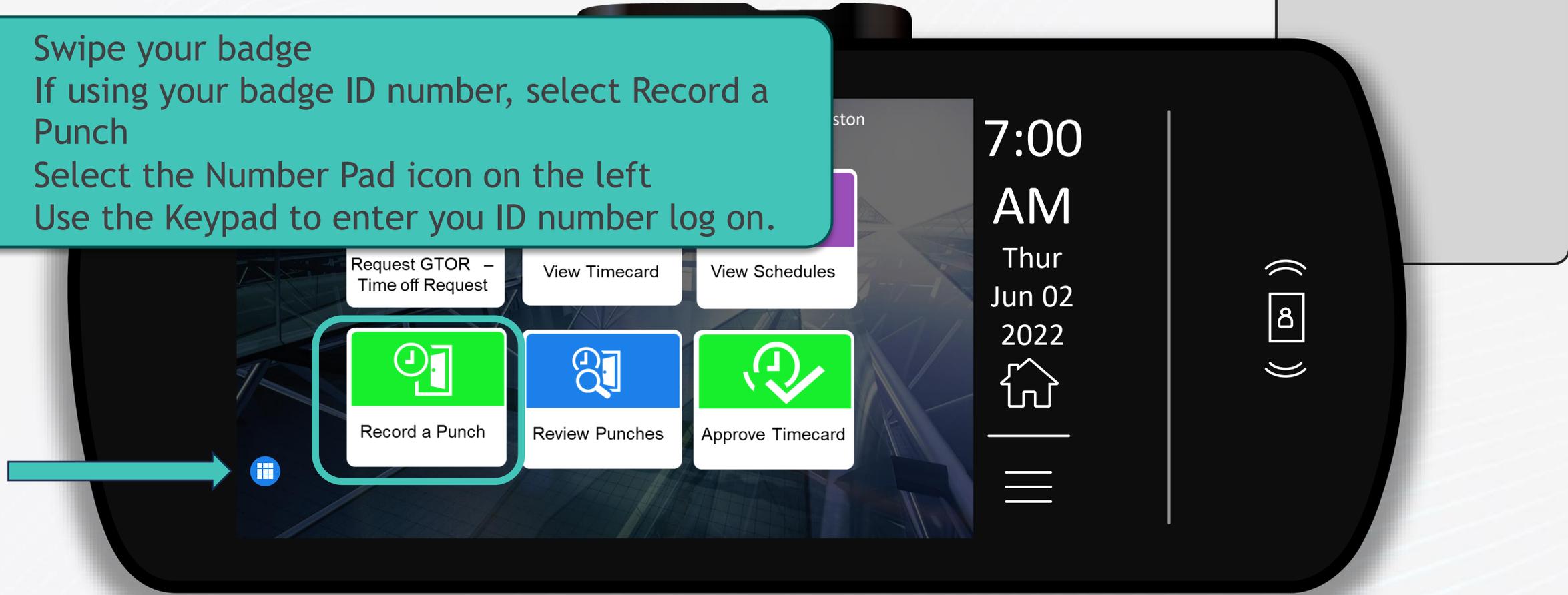
# CoH Timeclock Functions Cont.



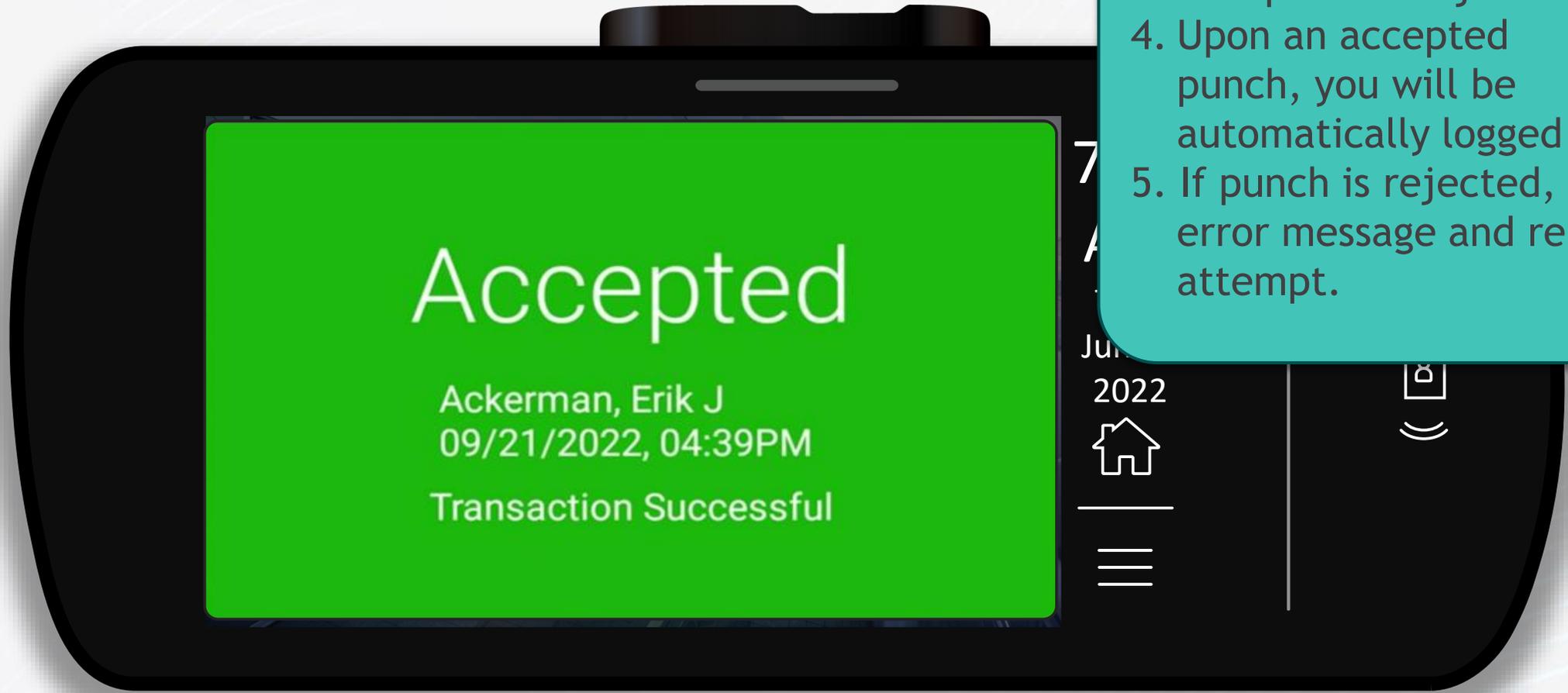
# Recording a Punch

# Record a Punch

1. Swipe your badge
2. If using your badge ID number, select Record a Punch
3. Select the Number Pad icon on the left
4. Use the Keypad to enter you ID number log on.



# Record a Punch

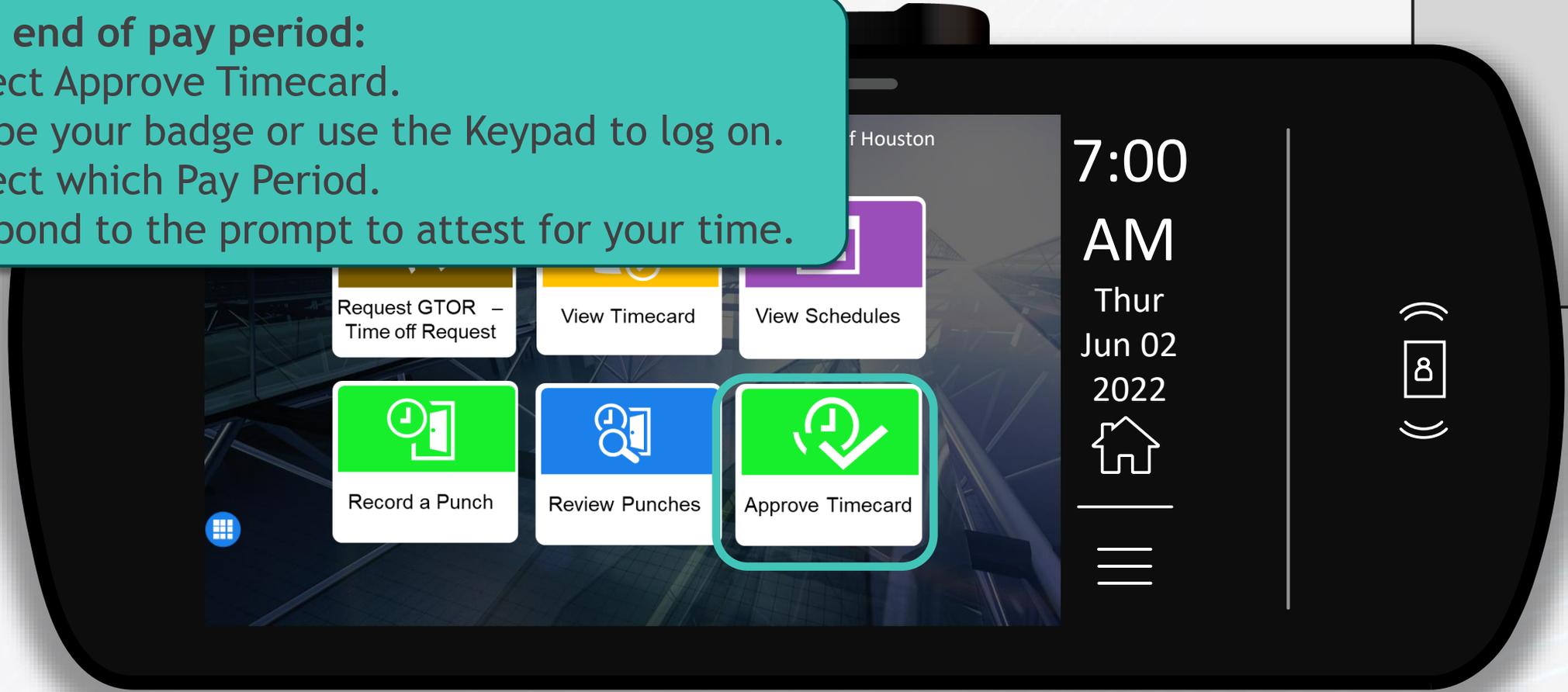


3. Your Punch will display as Accepted or Rejected.
4. Upon an accepted punch, you will be automatically logged out.
5. If punch is rejected, check error message and re-attempt.

# Attest Your Time

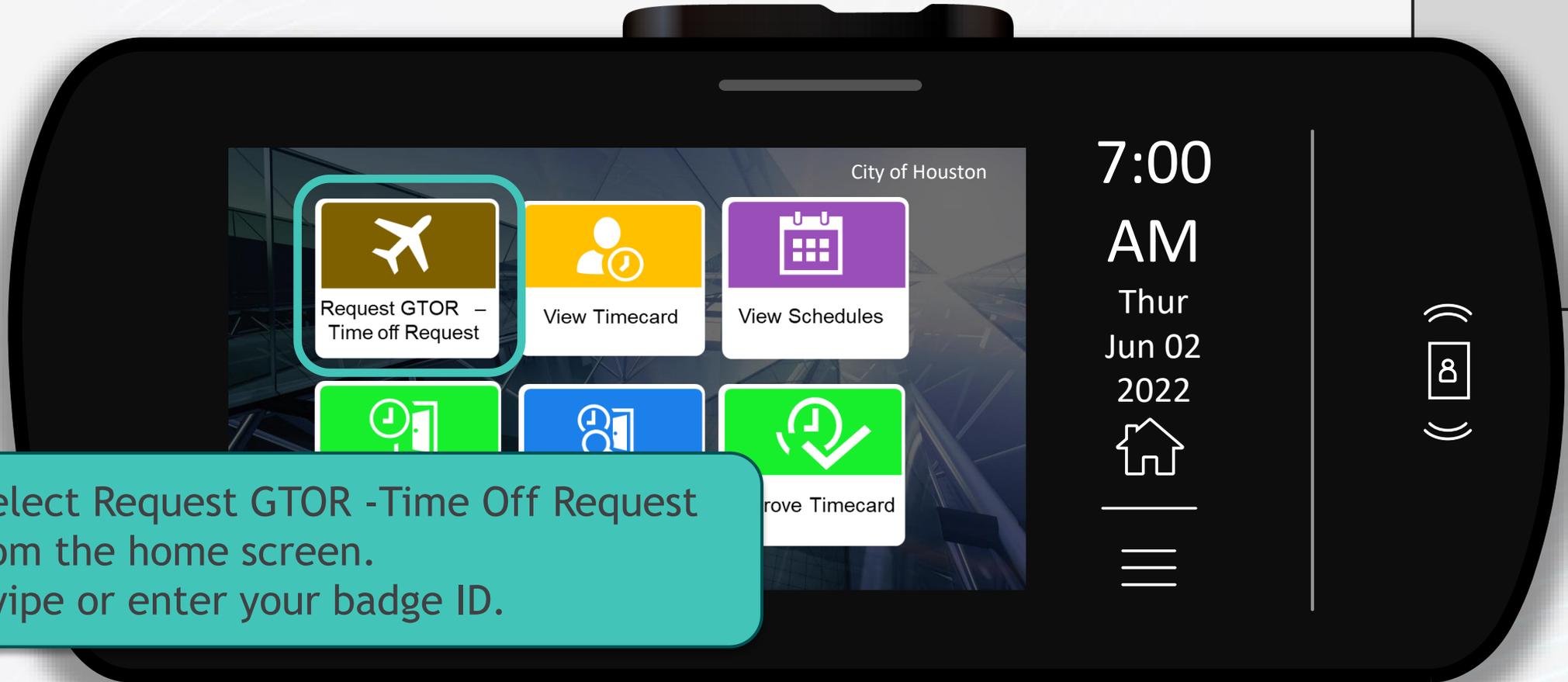
At the end of pay period:

6. Select Approve Timecard.
7. Swipe your badge or use the Keypad to log on.
8. Select which Pay Period.
9. Respond to the prompt to attest for your time.



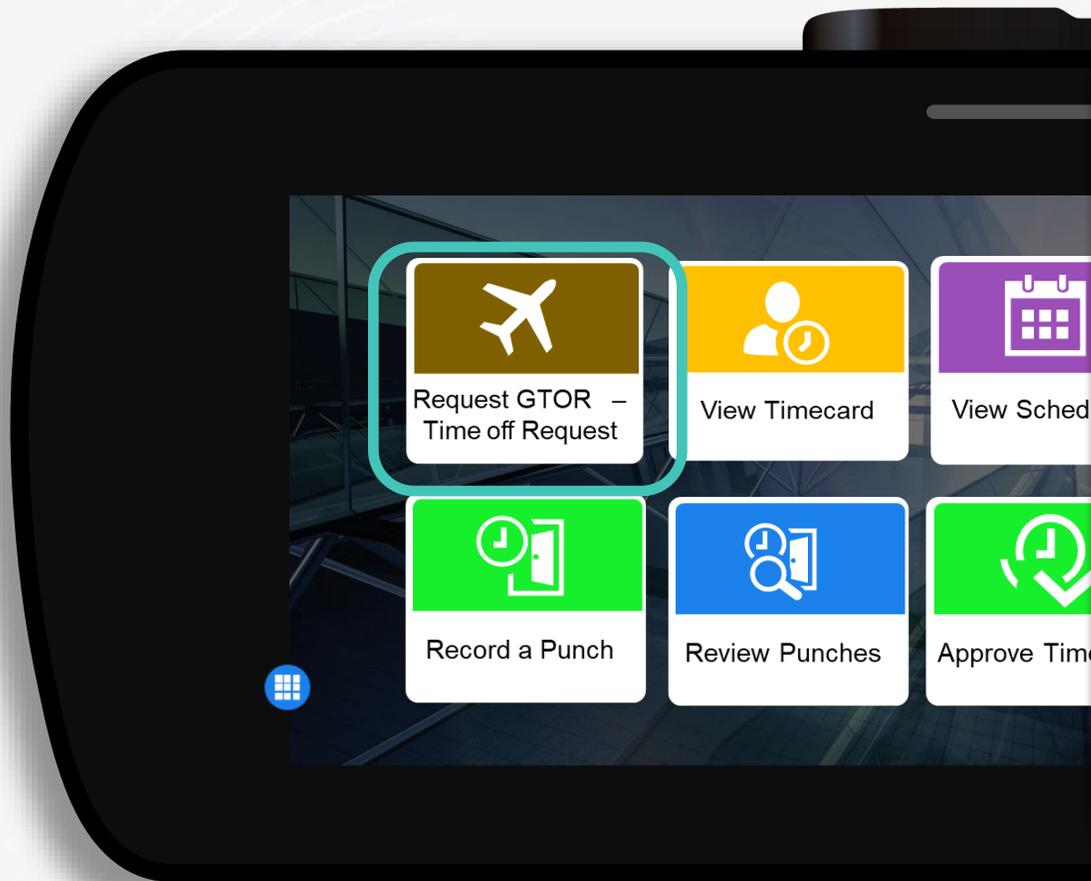
# Global Time Off Request

# GTOR - Global Time off Request



1. Select Request GTOR -Time Off Request from the home screen.
2. Swipe or enter your badge ID.

# Request GTOR - Time off Request cont.



3. Select Request “0” Default click submit.
4. Select Action
  - “0” - To submit a Time Off Request
  - “1” - To cancel a Time Off Request
5. Select submit twice.
6. If prompted, select a time-off sub-type.
7. Complete the following fields:
  - Start Date
  - End Date
  - Paycode
  - Duration
  - (Optional) Comments
8. Submit.

# Remember: You Are Our Change Champions!

- Help us get the word out to your staff, peers and supervisors
- Share and re-share the collateral we send out
- Guide people to the Time Clock resources:

<https://houstontx.gov/ara/payroll.html>



# Thank You



ARA Website: <https://houstontx.gov/ara/payroll.html>  
Email questions: [payroll@houstontx.gov](mailto:payroll@houstontx.gov)  
Call 832-393-8900

