

## Self-Service: Reviewing Badge Number Details

HR Business Partners and Site Managers have access to all employees in Kronos and can look up a myriad of employee details; this details include looking up basic employee records, time off-requests, and badge numbers.

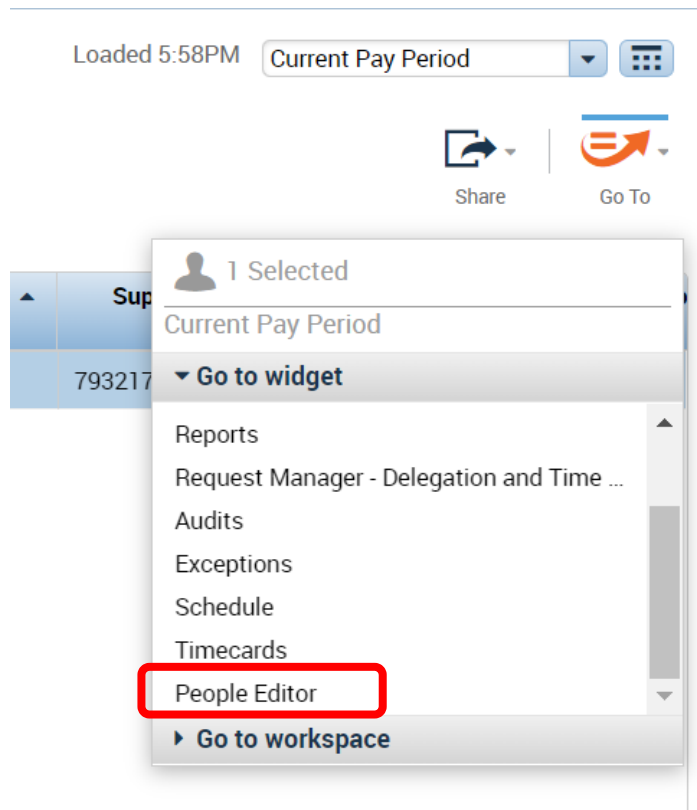
### Reviewing Badge Numbers

- 1 Access the **Kronos** log on page.
- 2 Log in using your credentials.
- 3 On the QuickFind search box, enter the employee's EL ID (six digits) and then click the magnifying glass icon



QuickFind ▾ | 221088\* | 🔍

- 4 The employee's name will appear in the section below. Select the employee by clicking on the employee's name and then click the "Go To" drop down menu and then select "People Editor"



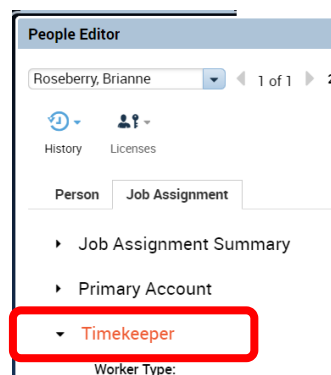
Loaded 5:58PM | Current Pay Period | [Grid Icon]

[Share Icon] | [Go To Icon]

Sup  
793217

1 Selected  
Current Pay Period  
Go to widget  
Reports  
Request Manager - Delegation and Time ...  
Audits  
Exceptions  
Schedule  
Timecards  
**People Editor**  
Go to workspace

- 5 On the Job Assignment tab, click on the icon to expand the "Timekeeper" link



People Editor

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History | Licenses

Person | Job Assignment

Job Assignment Summary  
Primary Account  
**Timekeeper**

Worker Type:

### Reviewing Badge Details *continued*

- 6 Once the Timekeeper link is expanded, scroll down to the badge number section of the page. Please note the following:
- If the badge number is still listed as 999+ELID (six digits), the badge number is still set to its default value and needs to be updated by the HR Services Team. Please email [HROperationsCenter@EssilorUSA.com](mailto:HROperationsCenter@EssilorUSA.com) with the following information to have the badge updated:
    - Employee First Name
    - Employee Last Name
    - EL ID
    - Badge Number
    - Shift Code
  - If the badge number does not start with '999', then the badge number has been updated. Verify the start and end dates of the badge to determine if a new badge number needs to be assigned.
  - It can take up to 24 hours after the badge number has been updated for the information to flow through into each individual time clock.

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History Licenses

Refresh Save

Person Job Assignment

Wage Profile: <None>  
Device Group: ESR All Clocks  
Brazil Device Group: <None>  
Currency: USD  
Format: United States - English

| Base Wage |   | Effective Date * |  |  |                   |
|-----------|---|------------------|--|--|-------------------|
| +         | x |                  |  |  | Beginning of time |
| +         | x |                  |  |  |                   |

| Badge Number | Start Date | Start Time | End Date | End Time |
|--------------|------------|------------|----------|----------|
| 999221088    | 12/12/2022 | 12:00AM    | Forever  |          |
| +            | x          |            |          |          |
| +            | x          |            |          |          |

- Employment Terms
- Personal Overtime
- Scheduler