KRONOS GUIDE – HOURLY WEB USERS

Kronos site: https://workforce-ext.union.edu/wfc/logon

Login: Use your Union College username and password

Click "Pop-Out" to enter a Time Off Request

Snapshot of your schedule

Click to Approve your time

View and Enter Time In/Out for the period

Shows accrued time off as of the selected day

Click Record Timestamp to "Punch" in or out

Changing Date Range

Use the drop-down in the upper-right to change the period

Click the icon to enter a Start and End date range

Current Pay Period
- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
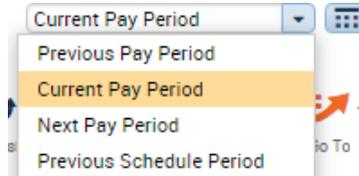
Printing a Timecard

Click the **Print Timecard** button. A separate window will open with a preview of the timecard as it will print.
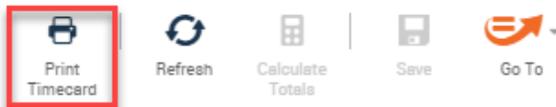
Approving your Timecard

- You will receive email reminders when the pay period is ending to Approve your time
- Click the **Approve** Timecard button at the top of the screen to Approve. The background color will change.
- Use the same button to Remove Approval if needed. However edits cannot be made if already sent to Payroll.
- Your supervisor can see if you've Approved your Timecard. Once they also approve it is sent to Payroll.

For all Employees Entering Time

Rounding Time

Time recorded is rounded to the nearest 15-minute mark

> A 7:28 AM punch is rounded to 7:30 AM
>
> A 4:34 PM punch is rounded to 4:30 PM

For employees with schedules, managers can review punches and receive flags for late/early entries. Specific rules for these are determined by each department.
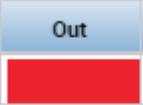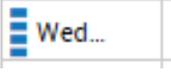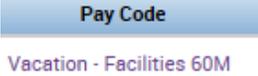
IN

7 Mins Before	Start Time

OUT

End Time	7 Mins After

For Employees with Schedules

Viewing the Timecard

Indicator	Description
Out	A solid red cell indicates a **Missing Punch**. Positioning the mouse over the red box will display the words "Missed Punch."
3:25P...	A red punch or **i** in a cell indicates an **Exception**, such as a late or early punch, or an Unexcused Absence. Positioning the mouse over the cell will tell you what the exception is. A triangle at the top right corner of a punch or pay code indicates that it has been added or modified by a manager.
3:25P...	A Green punch or green vertical hash marks in a cell indicate an exception (previously marked as **i**) has been **Marked as Reviewed**.
Wed...	A Blue date or blue vertical hash marks in a date cell indicates an **Excused Absence**.
11:30...	A small blue dialog balloon in a cell indicates a **Comment** has been attached to that cell. Hover your mouse over the balloon to view the comment. If there is a free-text note attached to the Comment, it will appear in parentheses after the Comment.
Pay Code Vacation - Facilities 60M	A pay code value with purple text indicated **Paid Time Off** from Vacation, Sick, or Personal time.

# For Employees with Timecard Edit Rights (including Students)

Adding Time In and Time Out on the Timecard

Find the correct date and type time in in the **In** column

To record time out type the time in the **Out** column

		Date	S...	Pay Code	Amount	In	Transfer	Out
+	×	Mon 3/25				9:00AM		1230P
+	×	Tue 3/26						

After entering time click the Save button

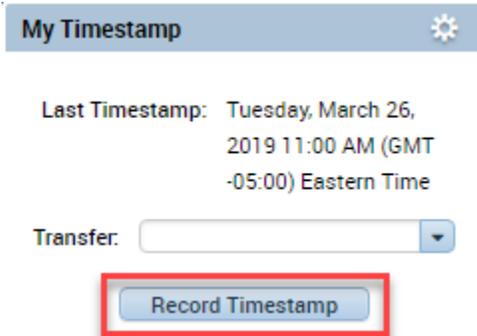Print Timecard   Refresh   Calculate Totals   Save   Go To
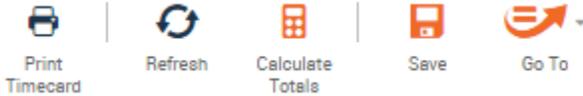
Tips for entering time:

- Kronos is flexible on the format you enter time as. You may use either 12 hour (standard) or 24 hour (military) time format, e.g. 3:00pm can be entered as either 3p or 15.

- When entering time in 12 hour format, add a "p" to all punches after 12pm. For example, to enter a time of 7:00am, simply hit the "7" key and then hit Enter. To enter 1:00pm, type 1p or 13, then hit Enter.

- You do not need to type the colon that separates hours and minutes. Ex: 3:30pm can be entered as 330p

If there are more than two punches on a day you can insert a blank row for that day by clicking the Insert Row icon (➕) at the left side of the timecard. Enter the missing punch on the blank row in the applicable *In* or *Out* column, then **Save.**

Recording Time with a Timestamp

To quickly record Time In and Out for that day, you can also "punch" by clicking **Record Timestamp** on the Home Page Kronos will automatically record the punch as In or Out on the exact time that day

My Timestamp ⚙

Last Timestamp: Tuesday, March 26, 2019 11:00 AM (GMT -05:00) Eastern Time

Transfer: [   ] ▼

[Record Timestamp]

To Add a Comment to a punch:

1. Right click the punch and click **Comments**
2. Select your comment(s) by checking the box to the left and adding a note if desired.
3. Click **OK**, then **Save.**

A comment indicator (💬) will now appear in the cell you have just edited. Comments and notes can be viewed by hovering your mouse over the Comment indicator in the cell.

Note: Pre-defined comments types can be added to the selection list by your Kronos System Administrator.

Punch Actions

Date:	8/24/2015
Time:	7:58AM
Rounded Time:	8/24/2015 8:00AM GMT-04:00
Override:	In Punch
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
Comments:	Forgot to Punch
Last Edit Date:	8/28/2015
Edit Made By:	Adams, Donald A

✏ Edit   💬 Comments   Justify Exception
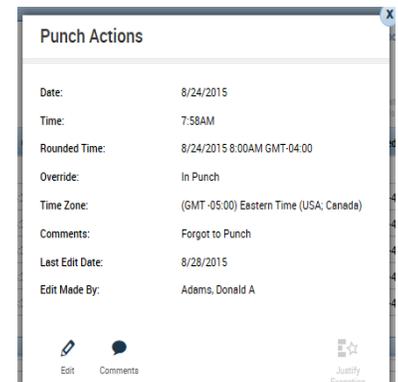
Hours for More Than One Job

Enter all hours worked on the same timecard.
To associate hours with a different job:

In	Transfer	Out
1:00PM	▾	4:00PM
	Search	

1) Go to the **Transfer** column
2) Click **Search**
3) In the box choose the **Division** and **Account Number** (only choices applicable to the employee are shown)

Labor Account | Work Rule

Add Labor Account   Clear All

RESPONSIBILI... [   ] ▾   ACCOUNT NU... [   ] ▾
DEPARTMENT: [   ] ▾   RESERVED1:   Smart search...
DIVISION: FACEVENT - SPECIAL EV... ▾ X RESERVED2:   08100 Physical Plant Ad...
POSITION CO...   [   ] ▾   17020 Intercoll Soccer
                                                              08100 Intercoll Lacrosse
                                                              17060
                                                              19120 U-C Work Program

4) Click **Apply**

The Totals at the bottom of the Timecard total hours worked for each job

Totals   Accruals   Audits   Historical Corrections

[All] ▾   [All] ▾

Account	Pay Code	Amount
(x)VPFI/FACSER/FACEVENT/PC00001121/08100/0/0	REGULAR	3:00
VPFI/FACSER/FACEVENT/PC00001121/19120/0/0	REGULAR	2:00

For Employees with Vacation/Sick/Personal

Vacation and Sick Balances (Accruals)

Accruals are amounts of time that employees earn as benefits such as vacation, sick, or personal time. Click the Accruals tab at the bottom of the timesheet to view accrued time.

Totals   Accruals   Audits   Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
DISCRETIONARY DAY	8:00	Hour	Tue 1/01 - Tue 12/31	0:00	8:00
PERSONAL BUSINESS	24:00	Hour	Tue 1/01 - Tue 12/31	0:00	24:00
SICK	80:00	Hour	Tue 1/01 - Tue 12/31	0:00	80:00
VACATION	0:00	Hour	Tue 1/01 - Tue 12/31	0:00	0:36

Accrual Code	Identifies the type of accrual balance, such as vacation, sick, or personal time.
Accrual Available Balance	The balance as of the day selected in the timecard
Accrual Reporting Period	This is generally the calendar year 1/1 - 12/31
Accrual Opening Balance	The balance as of the first day of the Accrual Reporting Period
Accrual Ending Balance	The balance as of the last day of the Accrual Reporting Period. This **will include any future requests for time off**.

Time Off Requests

1. Employees:

   Go to **My Calendar** on the right > click the Gear > Choose "Pop-out" (or drag and drop My Calendar onto the Timecard area of the screen)

   Managers:

   First click the Plus Sign at the top to switch to the Employee workspace, **My Calendar** screen.

2. Click **Request Time Off** button. Choose the Start and End Date. The Pay Code defaults to Vacation.

3. Choose **Dates**, **Start Time**, and **Daily Amount** (amount of hours taken each day) Type a Note to give additional information (optional). Click **Submit**.

   TIP: Change the Accruals On date to match your requested date. Then you can verify how much time you have to use by that date. It even factors in existing requests.

4. An email is sent to the Assigned Manager. Meanwhile the request displays in the calendar next to the dates.

Request Time Off

Type: [0Time-Off ▾]

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	✕	4/17/2019	4/17/2019	0Vacation	Hours	7:30AM	8:00

Accruals on: [4/14/2019 ▦]

Accrual	Balance
PERSONAL BUSINESS	-1:30 Hour
SICK	65:00 Hour
VACATION	31:33 Hour

Note (optional)

Type a note (optional)

5. You will receive an email if your time off is approved and the time will show on your Calendar and Timecard.

Email

kronos@union.edu
to me ▾

Status: Approved
Modified by : DONELAN, RYAN P
Submitted on : 3/27/2019
Employee: TEST, EMPLOYEE-MEYERS
Request type: Time-Off - Facilities
Start date: 4/04/2019
End date: 4/05/2019
Duration Days: 2
Duration Hours: 0:00

Calendar and Timecard

Thu 4/04	Fri 4/05
☑ Time-Off - Facilities	☑ Time-Off - Facilities
Vacation - Facilities ...	**Vacation - Facilities ...**

In	Transfer	Out
7:30AM	;Vacation	4:30PM

Manually Entering Sick / Personal or Vacation

Instead of a Time Off Request you may be allowed to enter Sick / Personal or Vacation time directly on your timecard

1. If time worked is already entered and partial Sick / Personal or Vacation is needed: Click the plus sign to create a new row for that day.

2. Go to the **Pay Code** column and choose the appropriate code from the dropdown list (i.e. Sick, Vacation, etc.)

3. Go to the **Amount** column and type in the number of hours taken

   If you type in an amount over 8 hours and have an automatic Meal Deduction, it will apply

4. Go to the **In** column and enter a start time for the hours. And Out time is not needed.

   The In time may matter if the shift if at a time that would pay Shift Differential

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
① + ✕	Mon 4/08	7:30AM-4:30PM			7:24AM		10:30AM
+ ✕			②	③	④		
+ ✕	Tue 4/09	7:30AM-4:30PM					4:29PM
+ ✕	Wed 4/10	7:30AM-4:30PM			7:3 AM		4:33PM

5. Click **Save** in the upper right.

   TIP: Click Calculate Totals in the top right first and check to make sure the Total hours are correct