KRONOS GUIDE – HOURLY WEB USERS

Kronos site: https://workforce-ext.union.edu/wfc/logon
Login: Use your Union College username and password

- Snapshot of your schedule
- Click "Pop-Out" to enter a Time Off Request
- 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

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.

For Employees with Schedules

Viewing the Timecard

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Out]</td>
<td>A solid red cell indicates a Missing Punch. Positioning the mouse over the red box will display the words “Missed Punch.”</td>
</tr>
<tr>
<td>![Exception Icon]</td>
<td>A red punch or <code>i</code> 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.</td>
</tr>
<tr>
<td>![Reviewed Icon]</td>
<td>A Green punch or green vertical hash marks in a cell indicate an exception (previously marked as <code>i</code>) has been Marked as Reviewed.</td>
</tr>
<tr>
<td>![Excused Absence Icon]</td>
<td>A Blue date or blue vertical hash marks in a date cell indicates an Excused Absence.</td>
</tr>
<tr>
<td>![Comment Icon]</td>
<td>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.</td>
</tr>
<tr>
<td>![Pay Code Icon]</td>
<td>A pay code value with purple text indicated Paid Time Off from Vacation, Sick, or Personal time.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 3/25</td>
<td></td>
<td></td>
<td>9:00AM</td>
<td></td>
<td>1230PM</td>
</tr>
<tr>
<td>Tue 3/26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After entering time click the Save button.

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.

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.
Hours for More Than One Job

Enter all hours worked on the same timecard.

To associate hours with a different job:
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)
4) Click **Apply**

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(x)VPFI/FACSE/FACEVENT/PC00001121/08100/0/0</td>
<td>REGULAR</td>
<td>3.00</td>
</tr>
<tr>
<td>VPFI/FACSE/FACEVENT/PC00001121/19120/0/0</td>
<td>REGULAR</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Accrual Available Balance</th>
<th>Accrual Units</th>
<th>Accrual Reporting Period</th>
<th>Accrual Opening Balance</th>
<th>Accrual Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCRETIONARY DAY</td>
<td>8.00</td>
<td>Hour</td>
<td>Tue 1/01 - Tue 12/31</td>
<td>0.00</td>
<td>8.00</td>
</tr>
<tr>
<td>PERSONAL BUSINESS</td>
<td>24:00</td>
<td>Hour</td>
<td>Tue 1/01 - Tue 12/31</td>
<td>0.00</td>
<td>24:00</td>
</tr>
<tr>
<td>SICK</td>
<td>0:00</td>
<td>Hour</td>
<td>Tue 1/01 - Tue 12/31</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>VACATION</td>
<td>0:00</td>
<td>Hour</td>
<td>Tue 1/01 - Tue 12/31</td>
<td>0.00</td>
<td>0.36</td>
</tr>
</tbody>
</table>

**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).

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.

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

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**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**

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