# KRONOS GUIDE – HOURLY WEB USERS

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

### What is Kronos?

Kronos is a website where you can record hours worked for your Union College job. Hours can be entered as time is worked, from any computer, on or off campus.

*NOTE: As of 2019 not all departments at Union use Kronos. Please ask your supervisor if you should use Kronos or a paper timesheet for your job.*

### When do I enter time?

For a pay period ending Friday, your time is due to be entered by the end of day on the following Monday. You will receive email reminders to enter time and Approve your timecard. Your supervisor will then approve your timecard to send to Payroll.

### Kronos Home Screen



### 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



### 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.

# Entering Hours Worked

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 |
|---|---|---|---|---|---|---|---|---|
| + | x | Mon 3/25 | | | | 9:00AM | | 1230P |
| + | x | Tue 3/26 | | | | | | |

After entering time click the Save button

Print Timecard    Refresh    Calculate Totals    Save    Go To

- Kronos is flexible on the format you enter time. You may use either 12 hour or 24 hour time format and do not need to type the colon that separates hours and minutes. e.g. 3:30pm can be entered as either 330p or 1530.

- If there are more than two time spans worked in 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 *In* or *Out* again, then **Save.**

**To Add a Comment to a time entry:**

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.

# Hours for More Than One Job

Enter all hours worked on the same timecard, even if time is approved by two different supervisors. To associate hours with a 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 you will show)

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... |
| 17020 | Intercoll Soccer |
| 17060 | ...ercoll Lacrosse |
| 19120 | U-C Work Program |

POSITION CO... [ ▼ ]

4) Click **Apply**

The Totals at the bottom of the Timecard show 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 |