**KRONOS GUIDE – HOURLY WEB USERS**

### Getting Started

**Kronos site:** [https://workforce-ext.union.edu/wfc/logon](https://workforce-ext.union.edu/wfc/logon)

**Login:** Use your Union College username and password

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**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

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**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**

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**Printing a Timecard**

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

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**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 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></td>
</tr>
<tr>
<td>Tue 3/26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1230P</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/FACSER/FACEVENT/PC00001121/08100/0/0</td>
<td>REGULAR</td>
<td>3:00</td>
</tr>
<tr>
<td>VPFI/FACSER/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.

Note that the balance is as of the time period selected in the upper right. Change to future pay periods to see projected balances by those dates, which takes into account any existing approved requests.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Accrual Available Balance</th>
<th>Accrual Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCRETIONARY DAY</td>
<td>0.00</td>
<td>Hour</td>
</tr>
<tr>
<td>DISCRETIONARY DAY CARRIED OVER</td>
<td>0.00</td>
<td>Hour</td>
</tr>
<tr>
<td>HOLIDAY BANKED</td>
<td>0.00</td>
<td>Hour</td>
</tr>
<tr>
<td>PERSONAL BUSINESS</td>
<td>15.00</td>
<td>Hour</td>
</tr>
<tr>
<td>SICK</td>
<td>72.00</td>
<td>Hour</td>
</tr>
<tr>
<td>VACATION</td>
<td>39.94</td>
<td>Hour</td>
</tr>
<tr>
<td>WINTER RECESS BANKED</td>
<td>0.00</td>
<td>Hour</td>
</tr>
</tbody>
</table>

Submitting a Time Off Request

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.

Email

kronos@union.edu

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

V7 9/24/2019
Adjusting a Request

An employee can retract a request if not yet approved, but once approved only the manager can make adjustments (through the schedule).

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*
For Employees Using a Timeclock

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.

Viewing the Timecard

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="red" alt="Out" /></td>
<td>A solid red cell indicates a <strong>Missing Punch</strong>. Positioning the mouse over the red box will display the words “Missed Punch.”</td>
</tr>
<tr>
<td><img src="red" alt="3:25P..." /></td>
<td>A red punch or i in a cell indicates an <strong>Exception</strong>, 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><img src="green" alt="3:25P..." /></td>
<td>A Green punch or green vertical hash marks in a cell indicate an exception (previously marked as i) has been <strong>Marked as Reviewed</strong>.</td>
</tr>
<tr>
<td><img src="blue" alt="Wed..." /></td>
<td>A Blue date or blue vertical hash marks in a date cell indicates an <strong>Excused Absence</strong>.</td>
</tr>
<tr>
<td><img src="blue" alt="11:30..." /></td>
<td>A small blue dialog balloon in a cell indicates a <strong>Comment</strong> 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><img src="purple" alt="Pay Code" /></td>
<td>A pay code value with purple text indicated <strong>Paid Time Off</strong> from Vacation, Sick, or Personal time.</td>
</tr>
</tbody>
</table>