KRONOS GUIDE – HOURLY WEB USERS

Getting Started

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

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.
Using the Timecard

***NOTE: If you are ALSO a Manager, first click the Plus Sign at the top to switch to the Employee workspace. This guide focuses only on using Kronos as an employee.***

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

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 first day in the range 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.

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

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

6. **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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**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

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**Calendar and Timecard**

**Pay Code** | **Amount** | **In**
--- | --- | ---
Vacation | 8.00 | 8:00AM

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***NOTE: Requests that span weekends will INCLUDE Sat and Sun. If you need to request a Friday and a Monday they must be done as two separate requests.***
Adjusting a Submitted Request

An employee can retract a request if not yet approved, or cancel a request (which requires approval). For example, if the employee wants to take one less day of vacation, but their original request is already approved, they could cancel the original request and submit a new one instead.

Only the manager can make a direct adjustment to the request.

To cancel a request:
1) Open the My Calendar widget.
2) Find the day the request is on, right-click it and choose Cancel Request.
3) Type in a Note (optional) and click Cancel Request.

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*

1. Mon 4/08 7:30AM-4:30PM
2. 7:24AM
3. 10:30AM
4. Tue 4/09 7:30AM-4:30PM
5. Wed 4/10 7:30AM-4:30PM
6. 7:00AM
7. 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*
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.

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**Viewing the Timecard**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Out icon]</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>![Exception icon]</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>![Marked as Reviewed icon]</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>![Comment icon]</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>![Pay Code icon]</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>

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