

# KRONOS GUIDE – HOURLY WEB USERS – AUX SERVICES

## Getting Started

Kronos site: <https://workforce-ext.union.edu/wfc/logon> OR use shortcut icon on the computer



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**

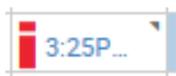
**Click Record Timestamp to "Punch" in or out**

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Sat 3/23						
Sun 3/24						
Mon 3/25	7:30AM-4:30PM			8:00AM		4:00PM
Tue 3/26	7:30AM-4:30PM			7:30AM		4:30PM
Wed 3/27	7:30AM-4:30PM					
Thu 3/28	7:30AM-4:30PM					
Fri 3/29	7:30AM-4:30PM					

Account	Pay Code	Amount
...PFI/FACSER/FACOFF/PC00000466/08100/0/0	REGULAR	16:00
...PFI/FACSER/FACOFF/PC00000466/08100/0/0	xTOTAL HOURS	16:00

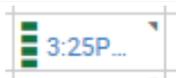


A solid red cell indicates a **Missing Punch**. Positioning the mouse over the red box will display the words "Missed Punch."



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.

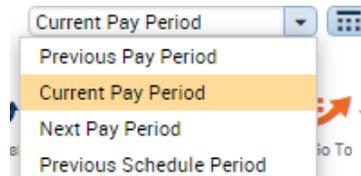


A Green punch or green vertical hash marks in a cell indicate an exception (previously marked as **i**) has been **Marked as Reviewed** by a manager.

## 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



## Entering Time

### Recording Time with a Timestamp

To "punch" In or Out click **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**

### Adding a comment to a punch:

1. Right click the punch and click **Comments** (see screenshot)
2. Select your comment type from the dropdown, such as "Other – Excused" then add a note if desired.
3. Click **OK**, then **Save** in the top right.

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.

Punch Actions

Date: 6/22/2020  
Time: 4:22PM  
Rounded Time: 6/22/2020 4:15PM GMT-04:00  
Time Zone: (GMT -05:00) Eastern Time (USA, Canada)  
Exceptions: Early Out  
Last Edit Date: 6/22/2020  
Edit Made By: Test, Bookstore Emp

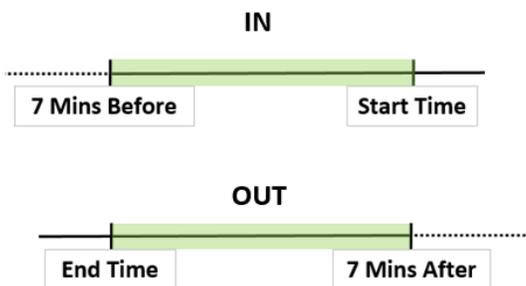
### Rounding Time

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.



### 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 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.

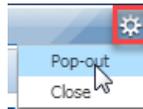
Totals   **Accruals**   Historical Corrections   Audits

Accrual Code	Accrual Available Balance	Accrual Units
DISCRETIONARY DAY	0.00	Hour
DISCRETIONARY DAY CARRIED OVER	0.00	Hour
HOLIDAY BANKED	0.00	Hour
PERSONAL BUSINESS	15.00	Hour
SICK	72.00	Hour
VACATION	39.94	Hour

## 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)



### 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.

### 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)

### 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**  
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

Mon 11/11

Time-Off

**Vacation**  
8:00AM [8.00 h]

Pay Code	Amount	In
Vacation	8.00	8:00AM

**\*\*\*NOTE: Requests with a Start and End date that span weekends will INCLUDE Sat and Sun. Use the Plus sign to add multiple non-consecutive days within the same request.\*\*\***

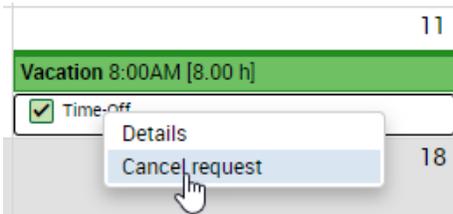
## Adjusting a Submitted Request

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.

A screenshot of the 'Cancel Request' form. At the top, there is a green checkmark and the text 'Approved: 11/07/2019 - 8:10:01AM'. Below this is the label 'Note (optional)' and a text input field with the placeholder text 'Type a note (optional)'. At the bottom right, there are two buttons: 'Cancel' and 'Cancel Request'.