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

- Click "Pop-Out" to enter a Time Off Request
- Click to Approve your time
- View and Enter Time In/Out for the period
- Click Record Timestamp to "Punch" in or out

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](image)

**Last Timestamp:** Tuesday, March 26, 2019 11:00 AM (GMT -05:00) Eastern Time

**Transfer:**

![Record Timestamp](image)

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 and 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.

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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**IN**

- 7 Mins Before
- Start Time

**OUT**

- End Time
- 7 Mins After

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.

<table>
<thead>
<tr>
<th>Acrual Code</th>
<th>Acrual Available Balance</th>
<th>Acrual 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>32.00</td>
<td>Hour</td>
</tr>
<tr>
<td>VACATION</td>
<td>39.94</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.

***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.