

KRONOS GUIDE – STUDENT WORKERS

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 the version of the Student Guide 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

The screenshot shows the 'My Timecard' interface. A red callout points to the 'Approve Timecard' button, stating 'Click to Approve your time'. Another callout points to the 'In' and 'Out' columns of the timecard table, stating 'View and Enter Time In/Out for the period'. A third callout points to the 'Totals' section, stating 'Shows Total Hours for Each Job'. The table below shows the following data:


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					

The 'Totals' section shows the following data:

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

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

The screenshot shows the 'Current Pay Period' dropdown menu with the following options: Previous Pay Period, Current Pay Period (highlighted), Next Pay Period, and Previous Schedule Period.

Approving your Timecard

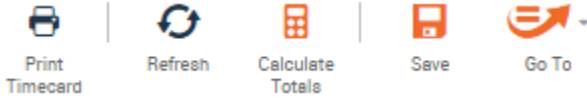
- You will receive email reminders when the pay period is ending to Approve your time
- Click the **Approve** Timecard button at the top of the screen to Approve. The background color will change.
- Use the same button to Remove Approval if needed. However edits cannot be made if already sent to Payroll.
- 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
	Mon 3/25				9:00AM		1230P
	Tue 3/26						

After entering time click the Save button



- 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...

DEPARTMENT:

DIVISION:

POSITION CO...

ACCOUNT NU...

RESERVED1:

RESERVED2:

Smart search...

08100 Physical Plant Ad...

17020 Intercol Soccer

17060 Intercol Lacrosse

19120 U-C Work Program

- 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