

# KRONOS GUIDE – HOURLY WEB USERS

## Getting Started

Kronos site: <https://workforce-ext.union.edu/wfc/logon>

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

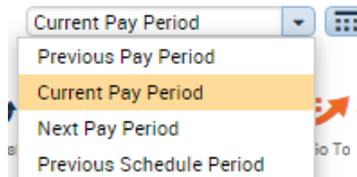
Date	Schedule	Pay Code	Amount	In	Transfer	Out
Sat 3/23						
Sun 3/24						
Mon 3/25	7:30AM-4:30PM			8:00AM		4:00PM
Tue 3/26	7:30AM-4:30PM			7:30AM		4:30PM
Wed 3/27	7:30AM-4:30PM					
Thu 3/28	7:30AM-4:30PM					
Fri 3/29	7:30AM-4:30PM					

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

## 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

	Date	S...	Pay Code	Amount	In	Transfer	Out
	Mon 3/25				9:00AM		1230P
	Tue 3/26						

After entering time click the Save button



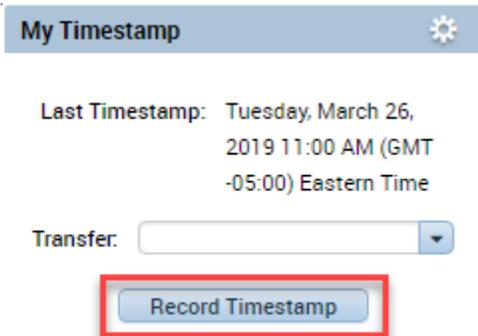
Tips for entering time:

- 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

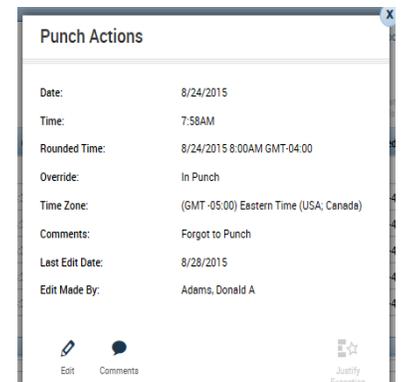
To quickly record Time In and Out for that day, you can also "punch" by clicking **Record Timestamp** on the Home Page. Kronos will automatically record the punch as In or Out on the exact time that day



To Add a Comment to a punch:

1. Right click the punch and click **Comments**
2. Choose the type of Comment from the drop-down list. Choose what is best applicable as the reason you are making a comment.
3. Type a note to further explain if needed.
4. 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.



## 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)

In	Transfer	Out
1:00PM	<input type="text" value="Search"/>	4:00PM

Labor Account | **Work Rule**

**Add Labor Account** Clear All

RESPONSIBILI...

DEPARTMENT:

**DIVISION:** FACEVENT - SPECIAL EV...

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 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

## Callback Pay

Employees called back to work unexpectedly at a time that is not their regular shift may be entitled to Callback Pay. To mark your time call Callback Pay follow these steps.

- 1) Record your hours worked for the callback as normal
- 2) In the **Transfer** column, click **Search**.
- 3) Click on the **Work Rule** tab, then **Hourly Callback**, click **Apply**.

In	Transfer	Out
1:00PM	<input type="text" value="Search"/>	4:00PM

### Transfer

Labor Account | **Work Rule**

**Add Work Rule** Clear All

Search List

- Hourly Callback**
- Jury Duty
- Mandated Closing
- Mandated Closing Use Bank
- Military

- 4) The hours will now reflect Callback OT and a minimum hours

# Vacation, Sick, and other Time Off

## Accrual Balances

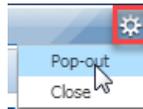
Accruals are amounts of time that employees earn as benefits such as vacation, sick, or personal time. Click the Accruals tab at the bottom of the timesheet to view accrued time. *Balances are not available for temporary employees or students.* The balance is as of the first day in the range selected in the upper right. Change to future pay periods to see projected balances by those dates, which takes into account any existing approved requests.

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.



Request Time Off

### 3. Choose the **Pay Code** (i.e. Vacation, Sick)

### 4. 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.*

### Request Time Off

Type: Time-Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
	1/14/2020	1/14/2020	Vacation	Hours	8:00AM	8.0

Accruals on: 1/14/2020

Accrual	Balance
DISCRETIONARY DAY BANKED	0.00 Hour
HOLIDAY BANKED	0.00 Hour
VACATION	55.33 Hour

Note (optional)  
Type a note (optional)

Cancel Submit

### 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.

#### 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.\*\*\***

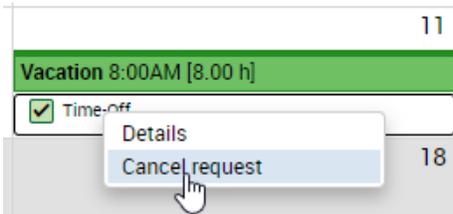
## Adjusting a Submitted Request

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.



## Manually Entering Sick / Personal / Vacation or Other Pay Codes

Instead of a Time Off Request you may be allowed to enter time for Sick / Personal / Vacation or Other (such as Winter Recess) directly on your timecard

1. If a **partial day** 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 is at a time that would pay Shift Differential*

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
1		Mon 4/08	7:30AM-4:30PM			7:24AM		10:30AM
		Tue 4/09	7:30AM-4:30PM	2	3	4		4:29PM
		Wed 4/10	7:30AM-4:30PM					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.

### IN



### OUT



## Viewing the Timecard

Indicator	Description
	A solid red cell indicates a <b>Missing Punch</b> . Positioning the mouse over the red box will display the words "Missed Punch."
	A red punch or <b>i</b> in a cell indicates an <b>Exception</b> , 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 <b>i</b> ) has been <b>Marked as Reviewed</b> .
	A small blue dialog balloon in a cell indicates a <b>Comment</b> 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.
	A pay code value with purple text indicated <b>Paid Time Off</b> from Vacation, Sick, or Personal time.