

KRONOS Workforce Central – User Documentation for Non-Exempt & Exempt Employees

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Please note: All Timecards are done online; there are no paper timecards.

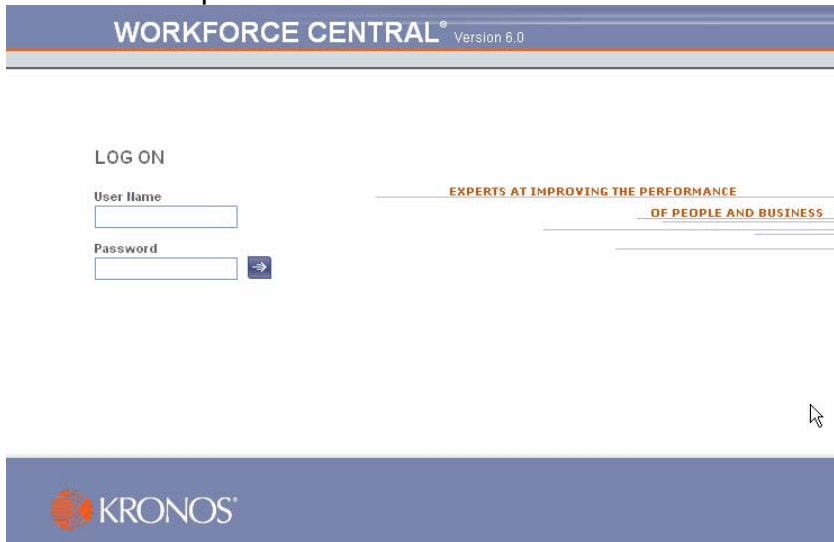
I. Logging in to KRONOS Workforce Central

There are two ways to get to KRONOS Workforce Central

1. Via a web address OR
2. Via a link on the Intranet

To Login


1. Open Internet Explorer and enter the following web address: <https://employee.sdospice.org/wfc/logon> **OR** simply go to the Intranet (internal) and select the **Online Timecard** link; this will bring you to the KRONOS Workforce Central login screen.
2. Enter:
 - User Name = Matches your Windows NT login, typically First Initial followed by Last Name (Example: John Doe's User Name = JDoe). IF you do not have a Windows NT login, your User Name is your First Name followed by your Last Name – with no spaces (Example: JohnDoe).
 - Password = **** (First time: 4-digit employee #)
3. Select  or press Enter



WORKFORCE CENTRAL[®] Version 6.0

LOG ON

User Name

Password
 

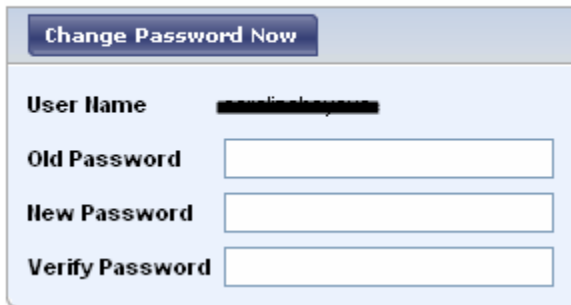
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KRONOS

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- The **first** time you login, you will be automatically prompted to **change your password**. Your password should be a minimum of 7 alpha-numeric characters with at least 1 number.

CHANGE PASSWORD



Change Password Now

User Name

Old Password

New Password

Verify Password

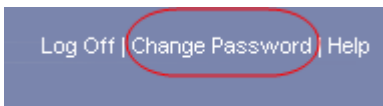
- After you change your password, you will receive a message that your password was successfully changed.

JAVA Version: KRONOS Workforce Central requires JAVA 5.0 Update 11 to run. See separate instructions for installing JAVA for KRONOS.

HTML Link: If you have any access issues with the JAVA version of KRONOS, use the following link to view the HTML version of KRONOS - <https://employee.sdhospice.org/wfc/applications/wtk/html/ess/logon.jsp>

To change your password

After the initial password change, to change your password, select **Change Password** (in the upper right-hand corner of your screen). You will be prompted to change your password every 45 days.



II. Basic Timecard Navigation

The screenshot displays the 'MY TIMECARD' interface. At the top, the KRONOS logo is on the left, and 'Log Off | Change Password | Help' is on the right. Below the logo is a 'MY INFORMATION' dropdown. The main header area includes 'My Timecard' and 'MY TIMECARD' text. There are input fields for 'Name & ID' and a dropdown for 'Time Period' set to 'Current Pay Period'. A 'Loaded: 11:09AM' timestamp is shown. Below this is a toolbar with 'Save', 'Actions', 'Punch', 'Amount', 'Comment', and 'Approvals' dropdowns. The main table has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. Rows are listed for dates from Sun 12/16 to Mon 12/24. Below the table are tabs for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'TOTALS & SCHEDULE' tab is selected, showing a sub-table with columns: Date, Start Time, End Time, Pay Code, and Amount. A dropdown menu is set to 'All'.

Example of Non-Exempt Timecard

General

There are three sections to the timecard

1. Timecard Section
2. Totals & Schedule
3. Tabs for Accruals & Audits

Basic Time Entry – Entering Timecard Information

Select Pay Period

Make sure you are in the correct pay period. You may select the current, previous or next pay period or you can select a particular day or range of days. Please note, for locked pay periods, you will only be able to view or print your timecard.

In & Out Punches & Meal Breaks

Choose the line with the date for which you want to enter time and enter your time for the day using the In and Out fields. There are two (2) In & Out fields per line; this allows you to enter Meal Breaks, etc.

Save Actions ▾ Punch ▾ Amount ▾ Comment ▾ Approvals ▾									
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
		Mon 12/17		8:00AM		12:00PM	1:00PM		5:00PM

Time can be entered as follows

- Time can be entered in either 12-hr or 24-hour format (1P or 13)
- Leading and trailing zeros are optional (7 and 0700 will be converted to 7:00)
- Colons are optional (730 will be converted to 7:30)
- AM is assumed for all entries except for 12:00 to 12:59 when PM is assumed. Use “a” or “am” to designate AM and use “p” or “pm” to designate PM when needed.
- KRONOS does NOT round time; therefore, the preferred method when you are entering time is to round up to the nearest 5 minutes (for example, 7:57pm should be entered as 8 pm).

KRONOS conventions:

- Gold Bar = Unsaved Data
- Cell w/ Solid Red Background = Error or Problem in entry → position cursor over cell to view KRONOS message/comment
- Red Border = Notification or Unscheduled Entry → position cursor over cell to view KRONOS message/comment. Note: this is NOT an error.

Unsaved Changes

KRONOS will indicate that there are unsaved changes in the timecard in two ways:

1. The word Timecard (in the upper left-hand corner of your screen) will turn orange and an * will precede it.

TIMECARD *TIMECARD
Last Saved: 3:12PM → Last Saved: 3:19PM

2. Additionally, a red flag will appear in the Totals & Schedule tab



Save

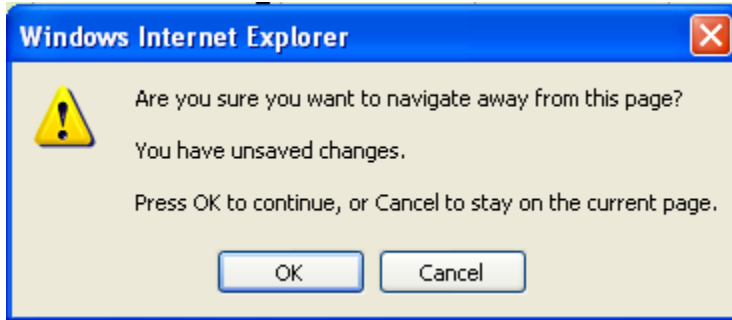
To save your changes, click the Save button in the left-hand corner of the menu bar.



REMEMBER: It's best practice to save after each entry or change. That way, if KRONOS reports an error, you will know which entry the error pertains to.

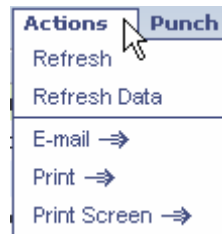
If you have not saved your changes and navigate away from the timecard, KRONOS will prompt you with the following message. Select Cancel to return to the page and save your changes.

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If you are unable to save the change due to an error in the entry, make sure you resolve the error and save before navigating away from the page or your change will not be saved.

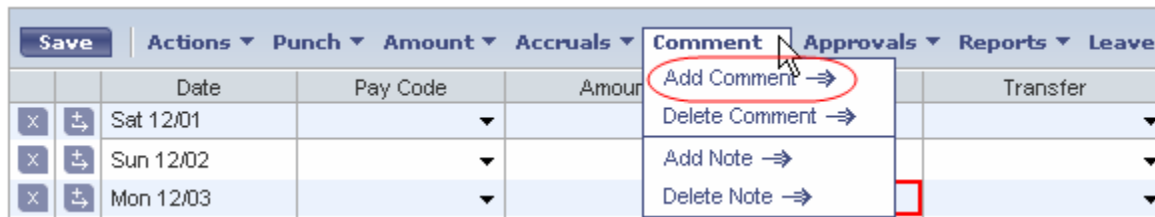
Actions Menu



Allows you to Refresh Data or Print your Timecard

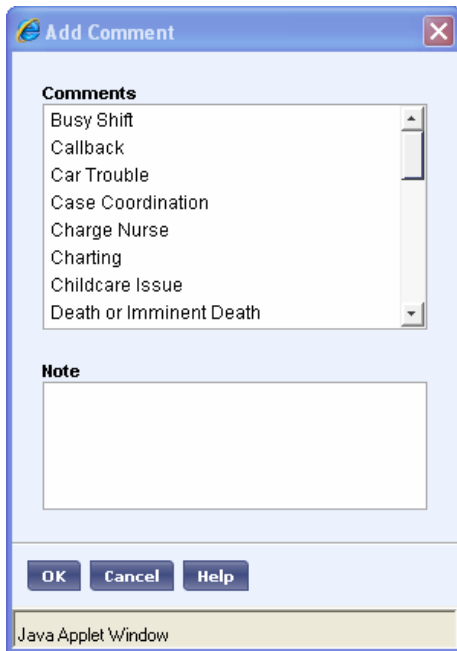
Comments - To Add a Comment


1. First, select the time punch for which you want to add a comment
2. Then, select the Comment drop down list from the Menu bar and select Add Comment



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3. KRONOS will open up a separate comment window



4. Select from a list of standard comments.
5. You can also add free form text via a note. To add a note however, you must first select a comment.
6. Note: Whenever possible, please use the standard comments
7. Click OK.
8. After you click OK, a comment/note icon will appear in that time punch  and a new tab for Comments will appear.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	COMMENTS
Date	Comment			
Mon 12/17	Childcare Issue			

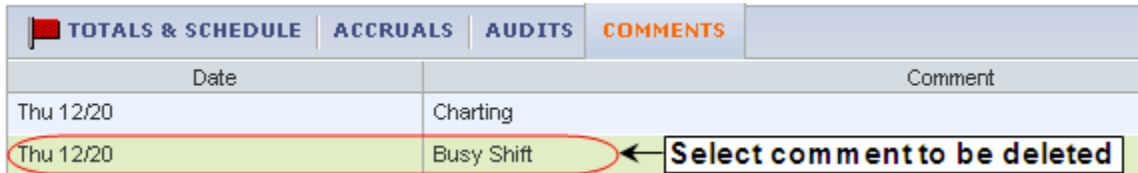
To Delete a Comment:

1. Select the Comments Tab.



Date	Comment
Thu 12/20	Charting

2. If there are multiple comments, you MUST first select the comment you wish to delete. Otherwise, by default, the first comment will be highlighted for deletion.

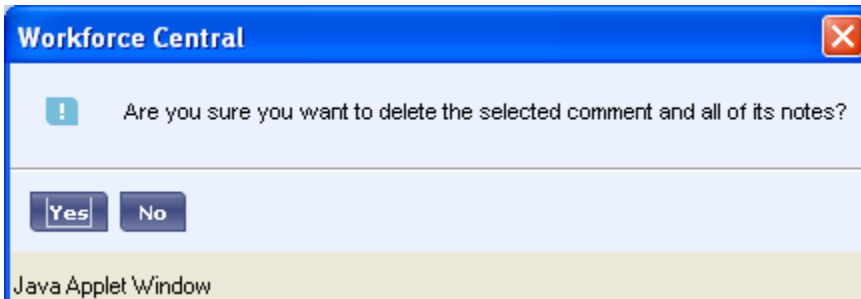


Date	Comment
Thu 12/20	Charting
Thu 12/20	Busy Shift

3. Then, select Delete Comment from the Comment Menu.



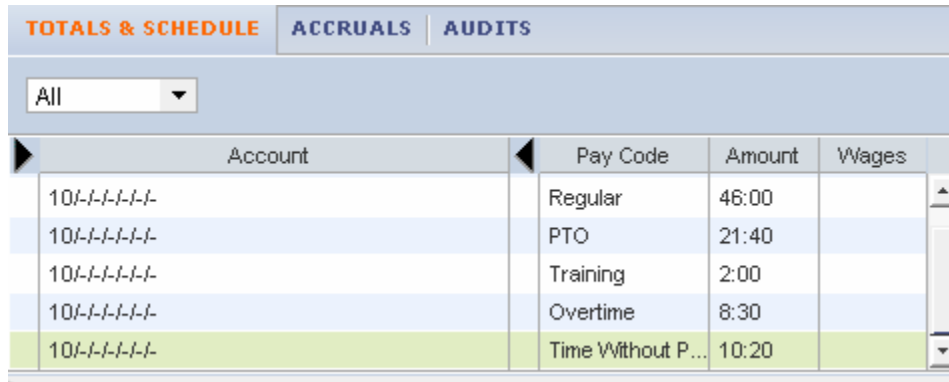
4. KRONOS will prompt you to confirm the deletion:



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Totals

“Totals” shows the breakdown of hours by Account and Pay Code. The default is **All**, which shows the totals for the entire pay period, but can be changed to show hours by Shift, Daily or Cumulative.



Account	Pay Code	Amount	Wages
10/-/-/-/-/-	Regular	46:00	
10/-/-/-/-/-	PTO	21:40	
10/-/-/-/-/-	Training	2:00	
10/-/-/-/-/-	Overtime	8:30	
10/-/-/-/-/-	Time Without P...	10:20	

To change from the default, select from the drop down list:



Account	Pay Code	Amount	Wages
	Regular	80:00	

- All = Shows Totals by Pay Code for entire pay period
- Shift = Shows Totals by Pay Code for a shift or a single line entry
- Daily = Shows Totals by Pay Code for a specified day
- Cumulative = Shows Running Total

Recommendation: Use Daily Totals to confirm time entered.

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Schedule

This will be populated sometime in the near future and will reflect scheduled hours by day. Managers will maintain this information.

Accruals Tab

TOTALS & SCHEDULE		ACCRUALS	AUDITS					
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits	
ESL	4.93	Hour	12/29/2007	0.0	0.0	4.93	4.93	
PTO	22.17	Hour	12/29/2007	0.0	0.0	22.17	22.17	

Audits Tab

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Type of Edit	Select a type	Data Sources	All
Date	All	Account	
	<ul style="list-style-type: none"> Select a type All Punch (Add/Edit/Delete) Pay Code (Add/Edit/Delete) Duration (Add/Edit/Delete) Approvals/Sign-offs 		

TOTALS & SCHEDULE		ACCRUALS	AUDITS									
Type of Edit	Approvals/Sign-offs	Data Sources	All									
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
12/16/2007 - 1...		Approval by Emplo...							12/20/2007	11:14AM (GMT -...)	[Redacted]	Timecard Editor
12/16/2007 - 1...		Approval Remove...							12/20/2007	11:15AM (GMT -...)	[Redacted]	Timecard Editor

Approving your timecard - To approve your timecard:

1. Select **Approve** from the drop down list under the Approvals Menu.



2. Two things will happen:

- KRONOS will remove the delete and insert icons that normally appear to the left of the date. This means you will not be able to make any further changes unless you first remove the approval.

	Date
	Sun 12/16
	Mon 12/17
	Tue 12/18
	Wed 12/19

- A Sign-Offs and Approvals Tab will appear

TOTALS & SCHEDULE	ACCRUALS	AUDITS	SIGN-OFFS & APPROVALS	
Action Taken	Date	Time		
Approval by Employee	12/21/2007	4:41 PM		

To remove the approval:

1. Simply select **Remove Approval** from the drop down list under the Approvals menu.




2. The Delete Row and Insert Row icons will reappear and the Signs-Offs & Approvals tab will disappear.
3. Note: The approval and removal will show in the Audits tab.


III. Advanced Time Entry

Insert a row

To insert a row (another line) for a particular date:


1. Select  (to the left of the date)
2. Another line will appear in the timecard for the same date

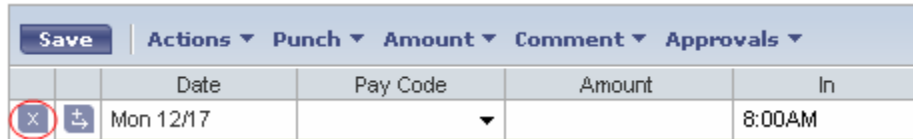




	Date	Pay Code	Amount	In
 	Mon 12/17			8:00AM
 	Mon 12/17			

Delete an entry or a row

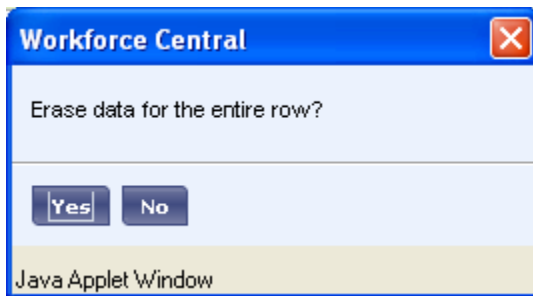
To delete information for a particular date:

1. Select  (to the left of the date)



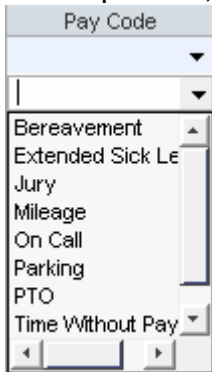
	Date	Pay Code	Amount	In
 	Mon 12/17			8:00AM

2. You will be prompted with the message, “Erase data for the entire row?” Select “Yes” if you want to delete the data. Any additional blank rows for a day will be deleted once changes have been saved.



Pay Codes

Time entered (In & Out punches) is assumed to be worked time. For non-worked time, premiums (on call and lead pay), and expenses, use Pay Codes.



For the following situations, enter time using Pay Codes:

- Bereavement
- ESL*
- Jury
- Lead Pay/FANS Lead Pay – Note: will require two entries: one entry for actual hours worked and one entry for the “Lead Pay” Pay Code
- On Call – Note: may require more than one entry: one entry for On Call hours and additional entries for any Call Back time
- PTO*
- Time without Pay
- Expenses (including Mileage and Parking) are entered as Pay Codes
- Additional Position-specific Pay Codes

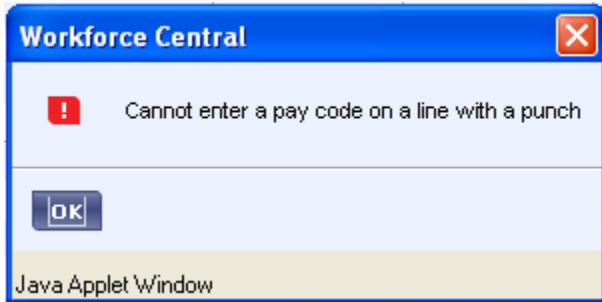
** negative time off is not allowed in KRONOS.*

Entering Time Using Paycodes

When entering time for these Pay Codes, it is only necessary to enter the Pay Code and the amount of time (in total hours) associated with that Pay Code – you do not need to specify In and Out times.

Date	Pay Code	Amount
Wed 12/19	Jury	8:00

1. Enter the Pay Code
2. Enter the Amount of Hours
3. Do **not** enter In & Out Times when using Pay Codes or you will receive the following error message.



Difference between Shift & Daily:

Shift represents worked hours and Daily represents total hours (worked and non-worked time, including PTO, ESL, etc) for the day.

Save Actions Punch Amount Accruals Comment Approvals Reports Leave											
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
X	Mon 12/03			8:00AM		12:00PM	1:00PM		3:00PM	6:00	
X	Mon 12/03	PTO	2:00								8:00
X	Tue 12/04										
X	Wed 12/05										
X	Thu 12/06										

Annotations in the table:

- A red box highlights the 'In' time '8:00AM' for the first row.
- A red box highlights the 'Amount' '2:00' for the second row.
- A red box highlights the 'Out' time '3:00PM' for the first row.
- A red box highlights the 'Shift' value '6:00' for the first row.
- A red box highlights the 'Daily' value '8:00' for the second row.
- A callout box points to the 'Shift' and 'Daily' columns: "Shift represents 6 worked hours".
- A callout box points to the 'Daily' column: "Daily indicates 8 Total hours for the day: 6 worked + 2 PTO".

Examples of time entered using Pay Codes

1. Full Day PTO example

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comme				
		Date	Pay Code	Amount
x	↕	Thu 11/22	PTO ▾	8:00

2. Partial Day PTO example (with worked hours)

This example shows that the employee worked 4.5 hours (from 6 am to 10:30 am) and then used 3.5 hours of PTO (entered as a Pay Code) for a Daily total of 8 hours.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Wed 11/21			6:00AM		10:30AM				4:30	
Wed 11/21	PTO ▾	3:30								8:00

3. Partial Day PTO & Time Without Pay example

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾ Leave ▾										
		Date	Pay Code	Amount	In	Transfer				
x	↕	Wed 11/07	PTO ▾	5:40						
x	↕	Wed 11/07	Time Without P... ▾	2:20						
x	↕	Thu 11/08	Time Without P... ▾	8:00						
x	↕	Fri 11/09								
x	↕	Sat 11/10								
x	↕	Sun 11/11								
x	↕	Mon 11/12								
x	↕	Tue 11/13								
x	↕	Wed 11/14								

Example of day entered as partial PTO & partial Time without Pay

Example of entire day entered as Time Without Pay

Premiums

On Call

On Call may require two entries for the same day:

1. On Call Time (Non-worked hours while on call)
2. Time actually worked while On Call (also known as Call Back time).

For On Call (with no Call Back Time):

- Simply enter your On Call Time as a total amount using the On Call Pay Code

Save Actions Punch Amount Comment Approv				
		Date	Pay Code	Amount
x	+	Sun 12/16	On Call	12.0

For On Call with Call Back Time:

- Enter any Call Back times as In & Out Times
- Insert a row for the same day to enter the # of On Call hours you worked (for which you were on call but did not work; that is, total hours excluding any call back time).
- The daily total should reflect the total number of hours spent on call.

Example of timecard for employee who worked a total of 12 hours of On Call in which two hours (non-consecutive) were Call Back time.

Save Actions Punch Amount Accruals Comment Approvals Reports Leave												
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
x	+	Sat 12/01										
x	+	Sun 12/02			2:00PM		3:00PM				1:00	
x	+	Sun 12/02			7:00PM		8:00PM				1:00	
x	+	Sun 12/02	On Call	10:00								12:00
x	+	Mon 12/03										
x	+	Tue 12/04										
x	+	Wed 12/05										


Annotations in the table:

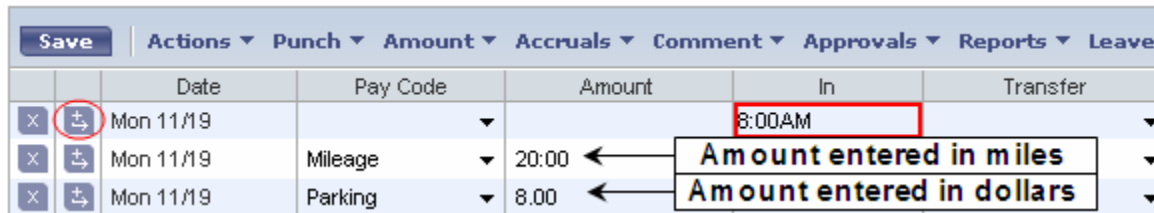
- Two boxes labeled "On Call - Call Back" with arrows pointing to the 2:00PM-3:00PM and 7:00PM-8:00PM rows.
- A box labeled "# of on call hours worked for the shift minus any call back hours" with an arrow pointing to the 10:00 amount in the On Call row.
- A box labeled "Total # of On Call Hours for the shift including call back hours" with an arrow pointing to the 12:00 total in the Daily column.







Expenses

Expenses are entered right in the timecard section using Pay Codes (Mileage and Parking); **there is no separate tab for expenses.**

To input expenses:

1. Simply insert a row  on the day the expense was incurred. Note: Expenses should only be associated with worked days. Mileage and Parking are the only two expenses handled in the timecard.
2. Then, choose the appropriate Pay Code. Use the drop down arrow in the Pay Code field to select from a list of valid Pay Codes (Mileage and Parking).
3. Then, enter the amount.
 - For Mileage, enter the amount in miles. Mileage **will not** convert to a \$ amount within the timecard. Mileage is calculated on the Payroll side. The 2008 rate for mileage is 50.5 cents/mile.
 - For Parking, enter the amount in dollars.



	Date	Pay Code	Amount	In	Transfer
 	Mon 11/19			8:00AM	
 	Mon 11/19	Mileage	20:00		
 	Mon 11/19	Parking	8.00		

Please note: Mileage will be included in the cumulative Daily total. Therefore, for a breakdown of worked hours, please refer to the Totals & Schedule tab (bottom left-hand section of the screen); remember: totals can be set to reflect Daily totals. To see a total for the pay period for Mileage and Parking, select All.

Reminder: Expenses should be entered on a daily basis.

Transfers

For the following situations (involving worked time), enter time using Transfers:

Transferring Hours to a second position/job

Labor Account Transfers:

- Transferring Hours to another department
- Transferring Hours to a fund code

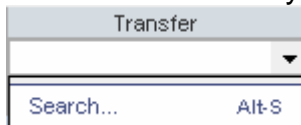
Work Rule Transfers:

- Orientation
- Training
- Preceptor
- Holiday (Worked)
- Marketing Hours

Entering Transfers

1. Enter your “In” time
2. Then click the Transfer field drop down list. Either select an entry from the drop down list or select **Search** to choose from the following:
 - a different job (if you have multiple positions)
 - a different labor account (department or fund code)
 - a work rule (orientation, training, preceptor, holiday worked, etc)

Note: The first time you click in the transfer field, there will be no drop down list. You will need to select Search.



The screenshot shows a software interface element for entering transfers. It consists of a rectangular box with a light gray header containing the word "Transfer". Below the header is a white area with a small downward-pointing arrow on the right side, indicating a dropdown menu. At the bottom of the box is a search bar with the text "Search..." and a keyboard shortcut "Alt-S" to its right.

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3. When you select Search, KRONOS will open a separate window

Select Transfer

Labor Account

Name or Description: **Search** **Clear Account**

Available Entries:

- 6470, Inpatient Care Center ICC
- 6485, Glenbrook

Company

Division

Department

Discipline Code

Fund Code

Supervisor

Team

Work Rule

<None>

<None>

12HRNONSD

Holiday 12 SD

Orientation 12

Preceptor 12

Training 12

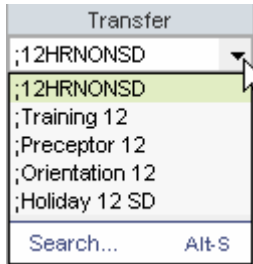
Refresh **Help**

Only the Departments and Work Rules that apply to you and your position will be displayed

Java Applet Window

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Note: Once you have chosen a work rule or a labor account (dept, etc), it will appear in the Transfer drop down list for ease of selection next time you enter a transfer.



4. Are you transferring the entire shift or part of the shift?

Transfer Entire Shift

- To transfer the entire shift, enter the transfer reason in the first transfer cell on that row.
- If no other transfer reason appears on that row, that entire entry will be transferred to that reason (labor account or work rule).

In	Transfer	Out	In	Transfer	Out	Shift	Daily
8:00AM	Orientation 12	12:00PM	12:30PM		5:00PM	8.5	8.5

TOTALS & SCHEDULE		ACCRUALS	AUDITS
All			
Account	Pay Code	Amount	
.../02/0004 xxxxx Lewis Inpatient Care Center ICC	Orientation	8.5	

This example shows that the entire shift was spent in Orientation.

Partial Transfers

- To transfer only the second part of the shift, you may leave the first transfer reason blank (KRONOS will assume this is regular) and transfer the second half of the shift to the appropriate transfer reason.

In	Transfer	Out	In	Transfer	Out
8:00AM		12:00PM	12:30PM	Preceptor 8	5:00PM

- To transfer only part of the shift, you will need to transfer that part of the shift to appropriate transfer reason and then **transfer back** to regular work (or some other transfer reason).

In	Transfer	Out	In	Transfer	Out	Shift	Daily
8:00AM	Orientation 12	12:00PM	12:30PM	12HRNONSD	5:00PM	8.5	8.5

TOTALS & SCHEDULE			ACCRUALS	AUDITS
All				
Account	Pay Code	Amount		
...0/02/0004.../Inpatient Care Center ICC	Regular	4.5		
...0/02/0004.../Inpatient Care Center ICC	Orientation	4.0		

This example shows that the first half (4 hours) of the shift was spent in Orientation and the second part of the shift was spent doing regular work (4.5 hours).

When transferring back to regular work time, you will need to select your position's pay rule:

- 8hrnon
- 8hrnonsd
- 8hrlnsd
- 8hrrnsd
- SALPT## (40, 48, 52, 56, 60, 64, 68)
- 10hrnon
- 10hrrnonsd
- 12hrnon
- 12hrrnonsd
- 12hrlnsd
- 12hrrnsd
- SALFT72
- SALFT80

KRONOS Workforce Central – User Documentation for Non-Exempt & Exempt Employees

Naming convention:

8hr, 10hr, and 12hr = Shift Agreement

Non = Non-exempt

SD = Shift Differential (Evening, Night, Weekend, etc)

SAL = Salaried

FT = Full Time

PT = Part Time

- **Reminder: Only your position's pay rule will be available to you.**

Caveats – Entering Consecutive Transfers

To transfer hours to a different labor account or work rule when two or more consecutive transfers appear for the same day, always leave the first Out cell empty and enter the transfer time in the second In cell. KRONOS will fill in the missing Out time.

For example, if from 8-10 you were in training and from 10-12 you were working your regular job, you would do the following:

Correct Method for Entering Transfers

In	Transfer	Out	In	Transfer	Out
8:00AM	::Training 8		10:00AM	::8HRNON	12:00PM

- Enter the first “In” punch (8 a)
- Enter the Transfer reason (Training)
- **Skip the “Out” punch (since you are not clocking out but are starting something new)**
- Enter the “In” punch for the next transfer reason (10a)
- Enter the Transfer reason (8hrnon)
- Enter the “Out” punch (12p)
- KRONOS will populate the missing Out punch.

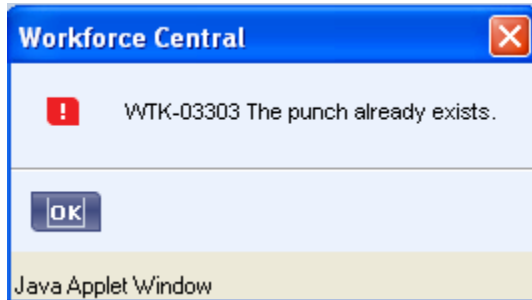
In	Transfer	Out	In	Transfer	Out
8:00AM	::Training 8	10:00AM	10:00AM	::8HRNON	12:00PM

- **WARNING:** If you enter two punches with the same time on the same day, KRONOS will display an error message. If this happens, remove the conflicting “Out” punch.

Incorrect Method for Entering Transfers

In	Transfer	Out	In	Transfer	Out
8:00AM	::Training 8	10:00AM	10:00AM	::8HRNON	12:00PM

Error Message



This means that you have **two** punches on the **same day** for the **same time**.

Resolution

In	Transfer	Out	In	Transfer	Out
8:00AM	::Training 8	10:00AM	10:00AM	::8HRNON	12:00PM

Remove conflicting Out punch

- Remove the duplicate “Out” punch and Save.
- Kronos will then fill in the “Out” time.

Examples of Other Types of Transfers

Department Transfer

In	Transfer	Out	In	Transfer	Out	Shift
8:00AM	;/6485///	12:00PM	12:30PM		5:00PM	8:30

Holiday (Pay Worked) Transfer

In	Transfer	Out	In	Transfer	Out	Shift
7:00PM	;;Holiday 12 SD	1:30AM	2:00AM		7:00AM	11:30

Multiple/Combined Transfers

To transfer to a different Labor Account (Dept. AND Fund Code, etc) AND to a different Work Rule (Orientation, Training, Preceptor, Holiday, etc.):

1. Enter the “In” punch
2. Select “Search” from the Transfer drop down list.
3. Select the Department, Fund Code AND Work Rule.
4. Click OK.

Labor Account

Name or Description: **Search**

Available Entries:

-
- 000,Default
- 359,International Outreach
- 362,Archstone LTC Project
- 390,3rd Year Medical Students
- 391,KO-5 Grant
- 392,Nursing Internship Program
- 393,Residency Curriculum
- 394,Wikles

<input type="radio"/> Company		
<input type="radio"/> Division		
<input type="radio"/> Department	6485	Glenbrook
<input type="radio"/> Discipline Code		
<input checked="" type="radio"/> Fund Code	392	Nursing Internship Program
<input type="radio"/> Supervisor		
<input type="radio"/> Team		

Work Rule

Holiday 12 SD

Selected Transfer

;/6485//392//;Holiday 12 SD

To do a multiple/combined transfer, select the appropriate:

- Department
- Fund Code (if applicable)
- Work Rule

5. All three transfer reasons (Department, Fund Code and Work Rule) will show in the Transfer field.

In	Transfer	Out
8:00AM	;/6485//392//;Holiday 12 SD	2:00PM

IV. Exempt Timecard

MY TIMECARD

Loaded: 11:22AM

Name & ID
 Time Period

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Reports ▾ | Leave ▾

Week starting: Sun 12/16

Pay Code	Transfer	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Total
x	Hours Worked ▾								

Week starting: Sun 12/23

Pay Code	Transfer	Sun 12/23	Mon 12/24	Tue 12/25	Wed 12/26	Thu 12/27	Fri 12/28	Sat 12/29	Total
x	Christmas			0.0					0.0
				0.0					0.0

... ..

TOTALS & SCHEDULE | ACCRUALS | AUDITS

All ▾

Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code	Amount
				Sun 12/16				
				Mon 12/17				
				Tue 12/18				
				Wed 12/19				
				Thu 12/20				
				Fri 12/21				

Example of Exempt Timecard

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Reports ▾ | Leave ▾

Week starting: Sun 12/16

Pay Code	Transfer	Sun 12/16	Mon 12/17	Tue 12/18
x	Hours Worked ▾			

1 row for the week

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Hours Worked:

There will be one row for each week in the pay period. For regular hours worked, enter the amount of time in hours for the appropriate day(s) on the line entitled Hours Worked.

Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Total
8.0	8.0	8.0	8.0	8.0		40.0

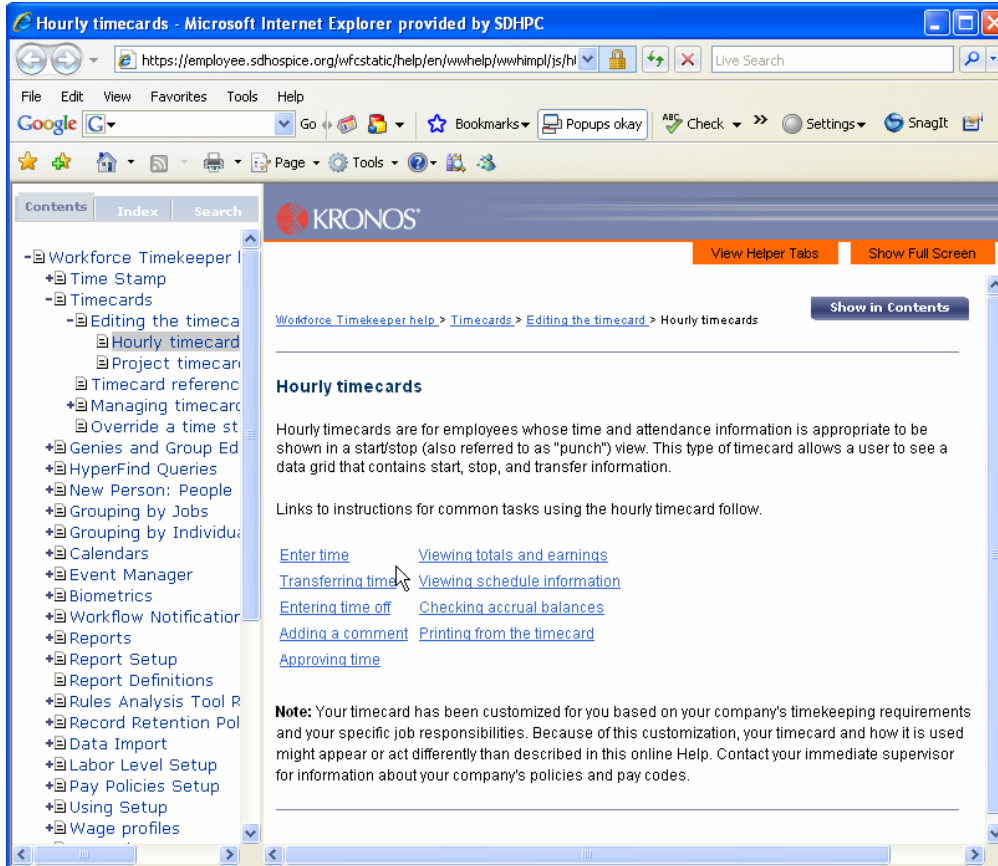
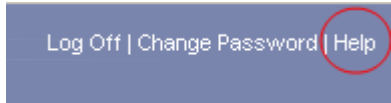
Example of Populated Timecard

For Pay Codes and Transfers:

- Insert a row, then select the pay code or transfer reason and input the amount of time associated for the appropriate day(s).
- Note: the pay code or transfer reason applies to the entire line; that is, you do NOT need to enter multiple rows for multiple days for the same pay code or transfer reason.

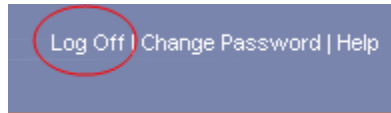
Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾ Leave ▾							
Week starting: Sun 12/30							
	Pay Code	Transfer	Sun 12/30	Mon 12/31	Tue 1/01	Wed 1/02	
<input type="checkbox"/>	Hours Worked ▾			4.0		8.0	
<input type="checkbox"/>	Hours Worked ▾	::Exempt Orientation ▾		4.0			
<input type="checkbox"/>	New Years Day				0.0		
<input type="checkbox"/>	PTO ▾				8.0		
				8.0	8.0		8.0

Help



Log off

To Log Off, select Log Off in the upper right-hand corner of the Menu bar. DO NOT X out of KRONOS and DO NOT use the ← or → in Internet Explorer.



REMINDERS

- **Make sure you update your timecard daily.**
- **All timecards are due the Friday of the ending pay period at noon. (Saturday for those working on Saturday.)**
- **Do not share Password with anyone else.**
- **Only complete your own timecard.**
- **Make sure to submit your receipts.**

Reports

MY INFORMATION

- My Timecard
- My Reports

MY REPORTS

Print Screen →

Available Reports

- Accrual Balances and Projections
- Schedule
- Time Detail

As of

Current Pay Period

View Report

Accrual Balance & Projections: displays an employee's current balances, projected future takings/debits, projected future earnings/credits, and projected balances.

Schedule: displays an employee's shift start and end times, scheduled pay code transactions, scheduled transfers to non-primary labor accounts, work rule transfers, shift codes, shift totals, and comments where available for each day in the selected period.

Time Detail: displays detailed data about an employee's punches, duration, and pay code edits. Summary data displays for the employee totaling time and money by labor level and pay code (excluding combined) and then just by pay code (separately listing combined).