Reporting Time in Kronos – Desktop User Hourly Timestamp Employees

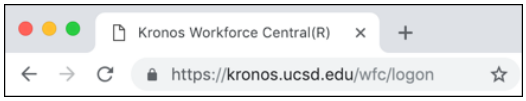
Students & STEs who do not have access to a timeclock.

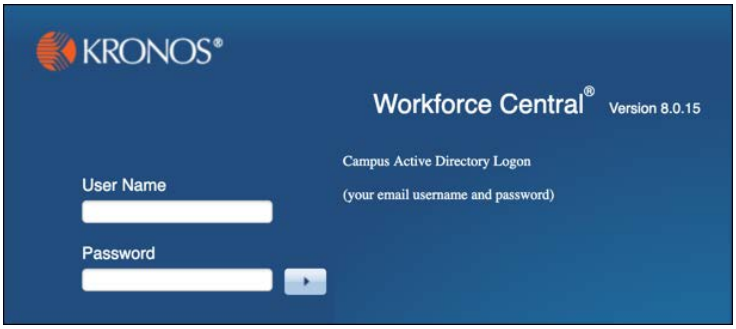
ArtPower Students
Box Office Students
SPACES Students
Food Pantry Students
CSI Community Service
Some Short-Term-Exception Employees

KRONOS

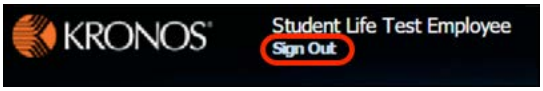
Accessing and Logging Off Kronos

Access Kronos through the Intranet. Enter your **Username** and **Password**.





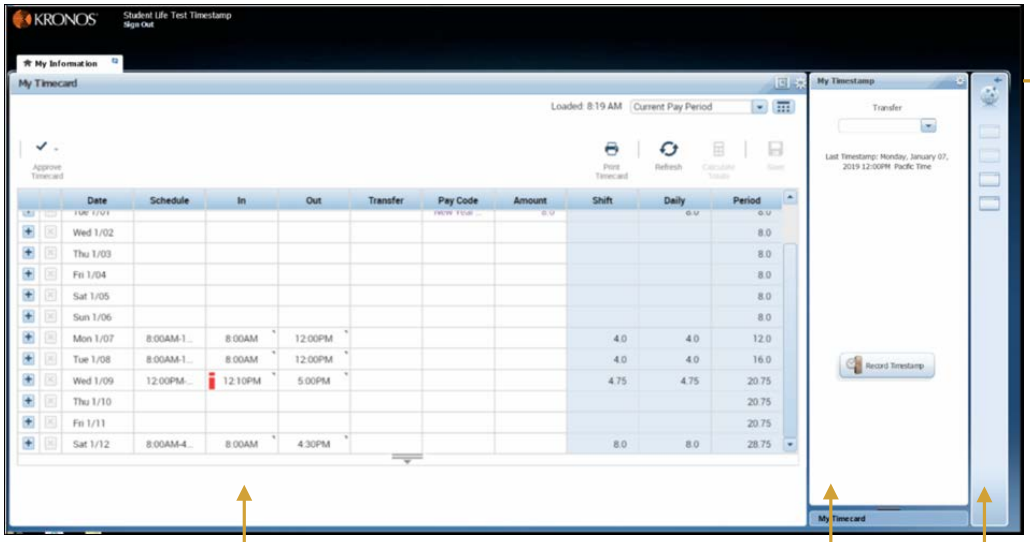
Note: *Always use the Sign Out link when logging off of Kronos.*



Kronos Workspace

All employee related tasks can be performed once logged into Kronos by selecting the applicable Widget from the Related Items Pane. My Timecard is the default workspace.

- My Timecard – Displays the timecard
- My Timestamp – Allows you to record your punch times.
- My Time Off – Accesses the calendar and allows you to request time off.
- My Reports – Accesses employee reports.



Related Items Pane Expanded

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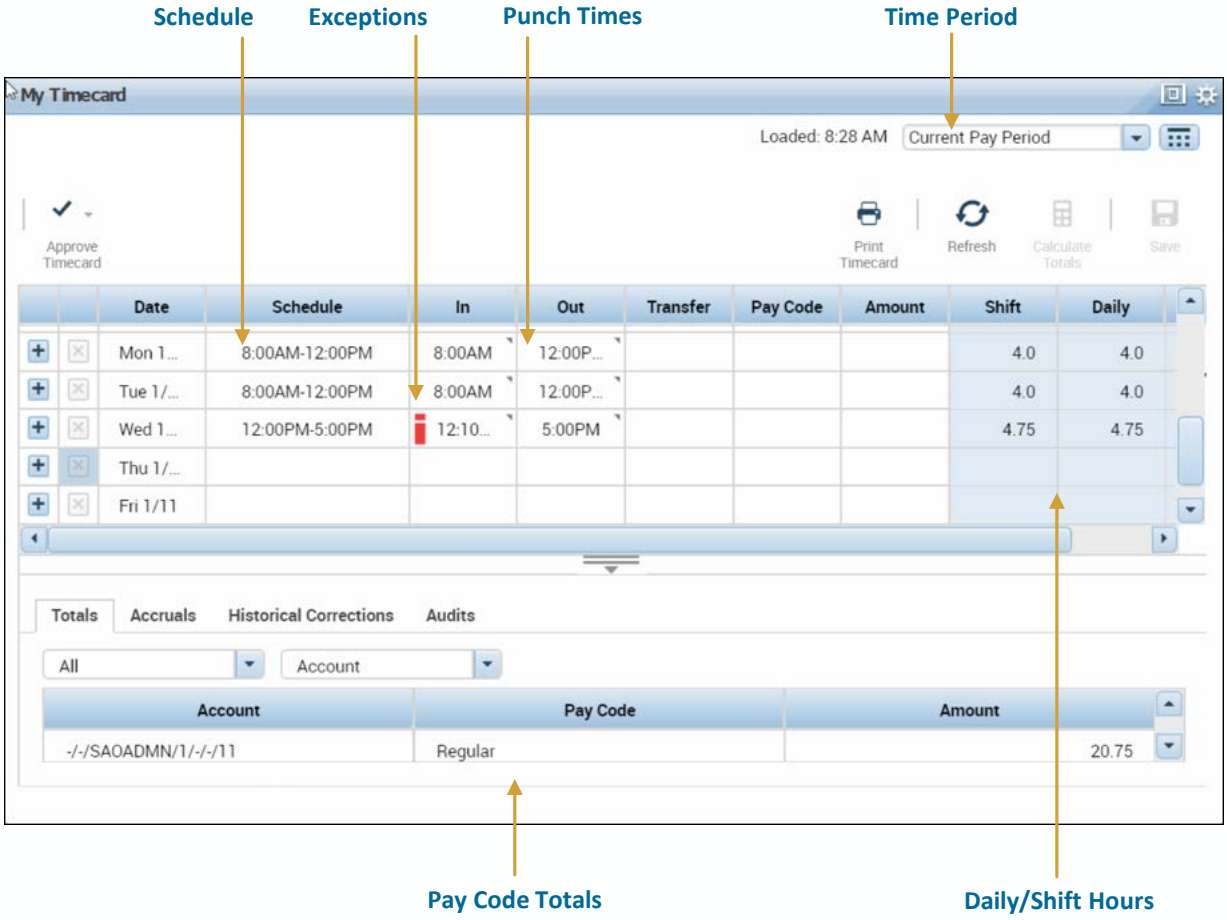
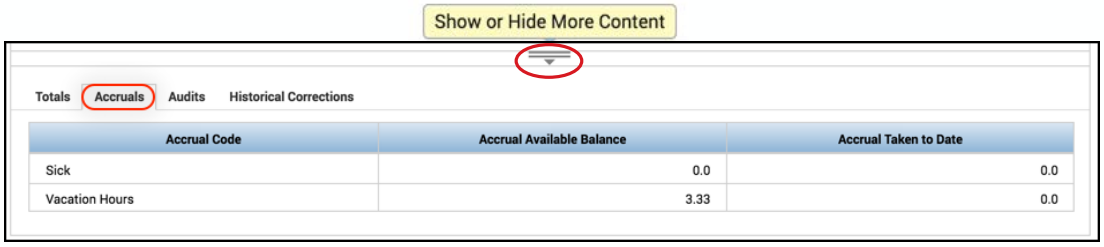
Viewing Your Timecard

Upon log on, your Timecard displays in the default workspace. Your Timecard is view only, however you may hover over an exception to view the detail.



Viewing Accruals

Your accruals balances can be viewed within the Timecard or by accessing My Reports. Click the to expand more information. You can view your Accrual balances by clicking the Accruals link.



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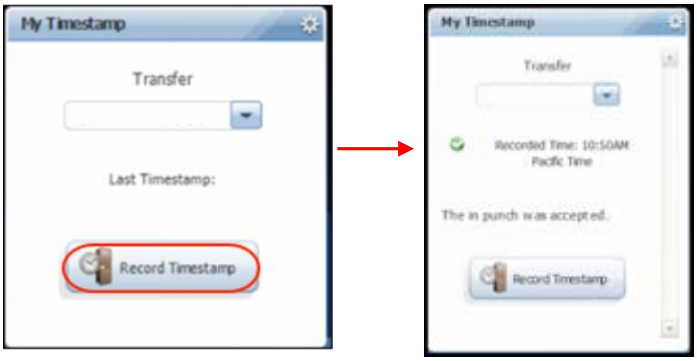
Using My Timestamp

The My Timestamp widget is used to record all your in/out punches.

1. Log in to **Kronos**.
2. From the My Timestamp widget, click the **Timestamp** button.
3. Click **Sign Out** to end your session.

Note:

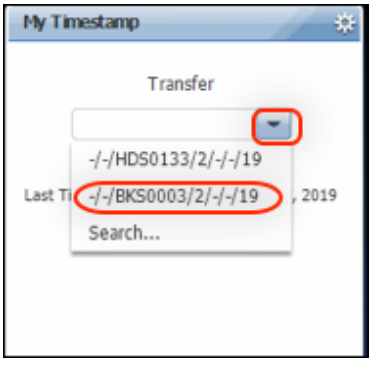
- *Kronos displays the recorded punch time.*
- *Kronos uses the server time to record the punch time.*



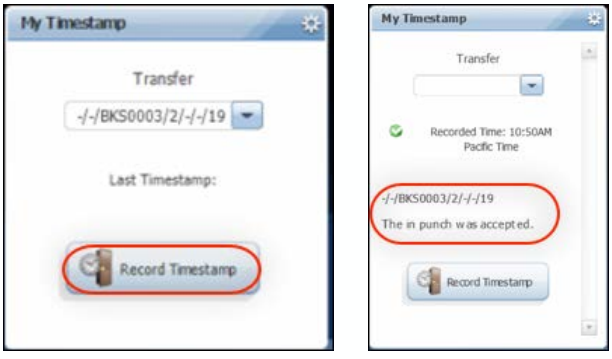
Transferring Time using My Timestamp

Using the Transfer, allows you to allocate your punch to another labor account.

1. Log in to **Kronos**.
2. From the My Timestamp widget, click **Transfer** drop-down.
3. From the list, click the applicable **Labor Level Entry**.



4. Click the **Timestamp** button. A confirmation displays.



5. Click **Sign Out** to end your session.

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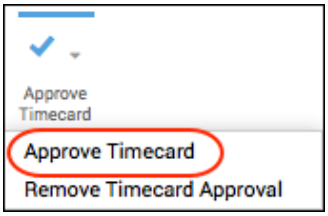
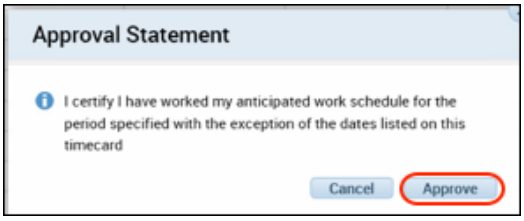
Approving Time

Approving your timecard is required every pay period. It indicates you have reviewed and approved your timecard for accuracy.

1. From the **My Timecard** widget, select the applicable pay period from the **Time Period** drop-down list.
2. Click the **Approve Timecard** icon.
3. Click **Approve Timecard**.



4. Confirm the Approval Statement by clicking **Approve**.



5. Click **Sign Out** to end your session.

Note:

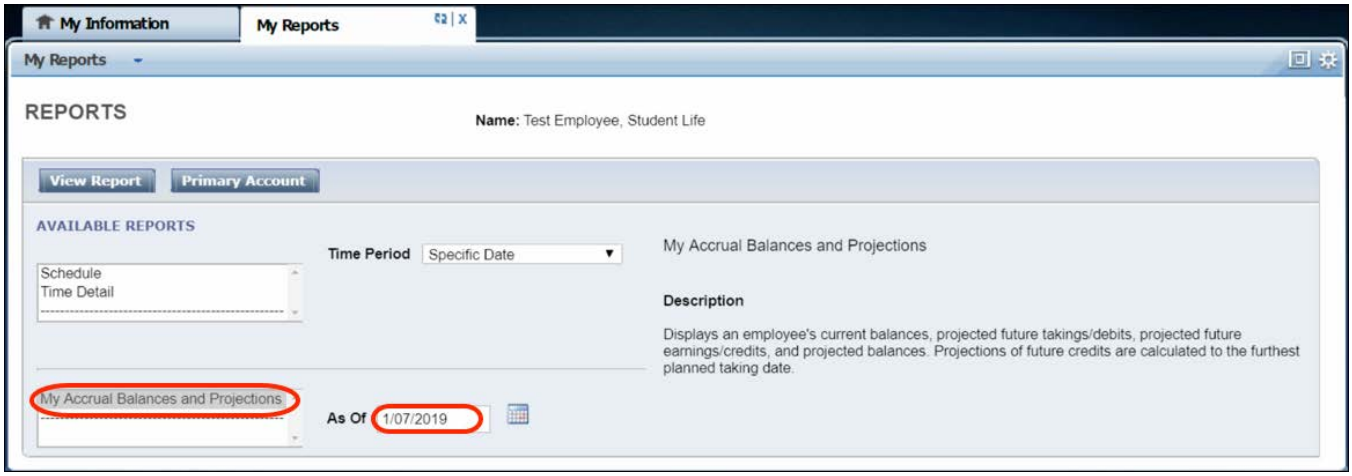
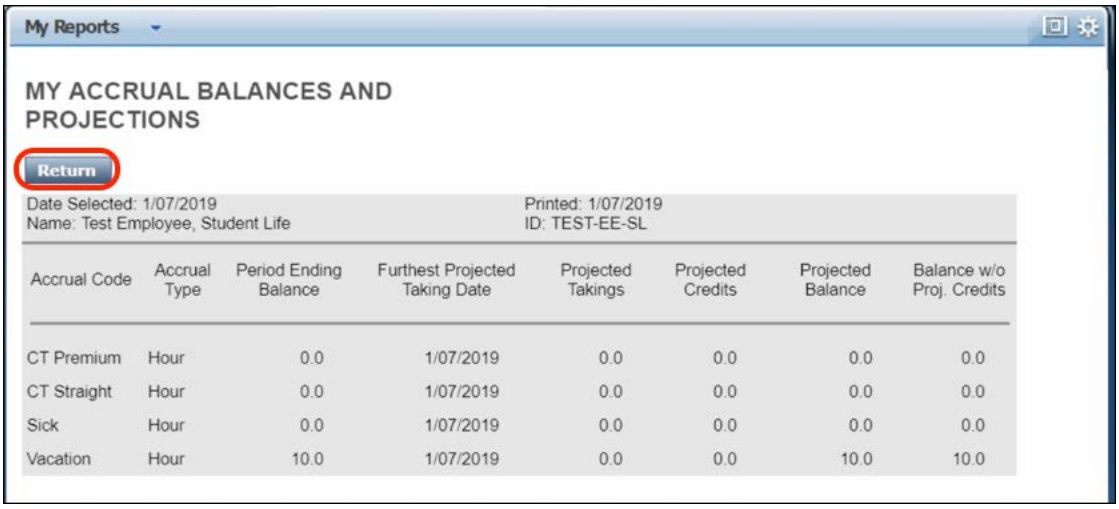
- *Once approved, the timecard is shaded orange. Each color represents where the timecard is within the approval process.*
- *Employees must approve their timecard each pay period.*
- *If applicable, to remove an approval, select Approve Timecard >Remove Timecard Approval.*

Orange	Timecard has been approved by the employee only
Yellow	Timecard has been approved by the manager only
Green	Timecard has been approved by both employee and manager
Grey	Timecard has been signed off by either the employee, manager, or both

Accessing My Reports

My Reports are accessed from the Related Items Pane.

- **Schedule** – Displays your assigned schedule for the selected time period.
- **Time Detail** – Displays your timecard for the selected time period.
- **My Accruals Balances and Projections** – Displays your accruals information as of the date selected.

1. From the **Related Items** pane, select **My Reports**.
2. Select the report from the **Available Reports** section.
3. Select the **Time Period**.

   Note: *For the* ***My Accrual Balances and Projections*** *report, select the* ***As Of*** *date.*
4. Click **View Report**.
5. To close the report, click **Return**.