

What is **KRONOS Workforce Ready**?

Kronos Workforce Ready is an electronic, paperless Payroll system.

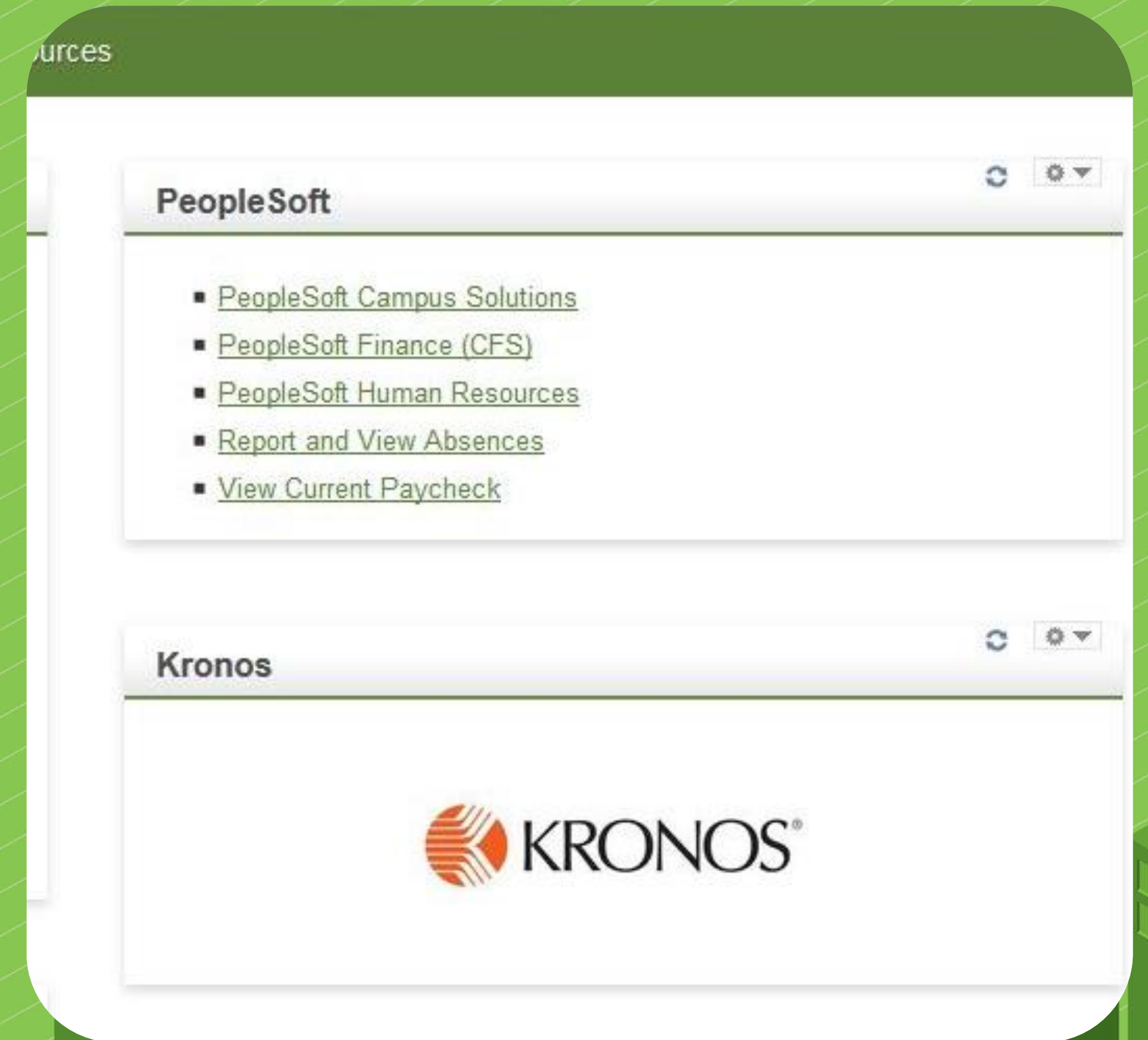
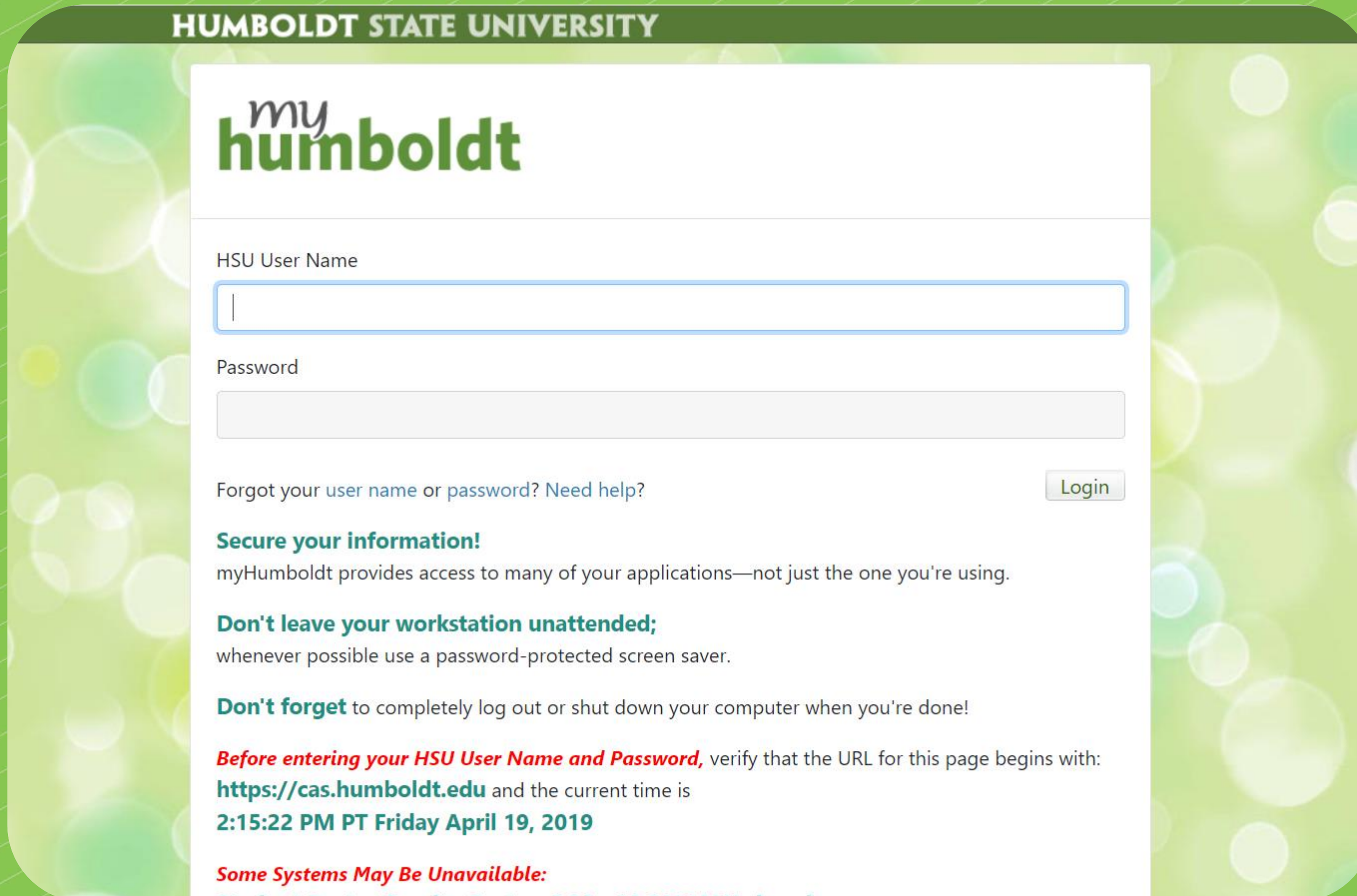
This system helps to ensure all employees are paid accurately and timely for the work they perform on HSU SPF grants & contracts. When compared to a paper timekeeping system, KRONOS also offers significant cost savings by eliminating manual data entry, helping to reduce paper waste and also reducing payroll errors.



Logging in through Single Sign On (SSO)

Getting Started

Navigate to your MyHumboldt Portal. In the Staff/Faculty Resources, scroll until you find the KRONOS logo as pictured below.

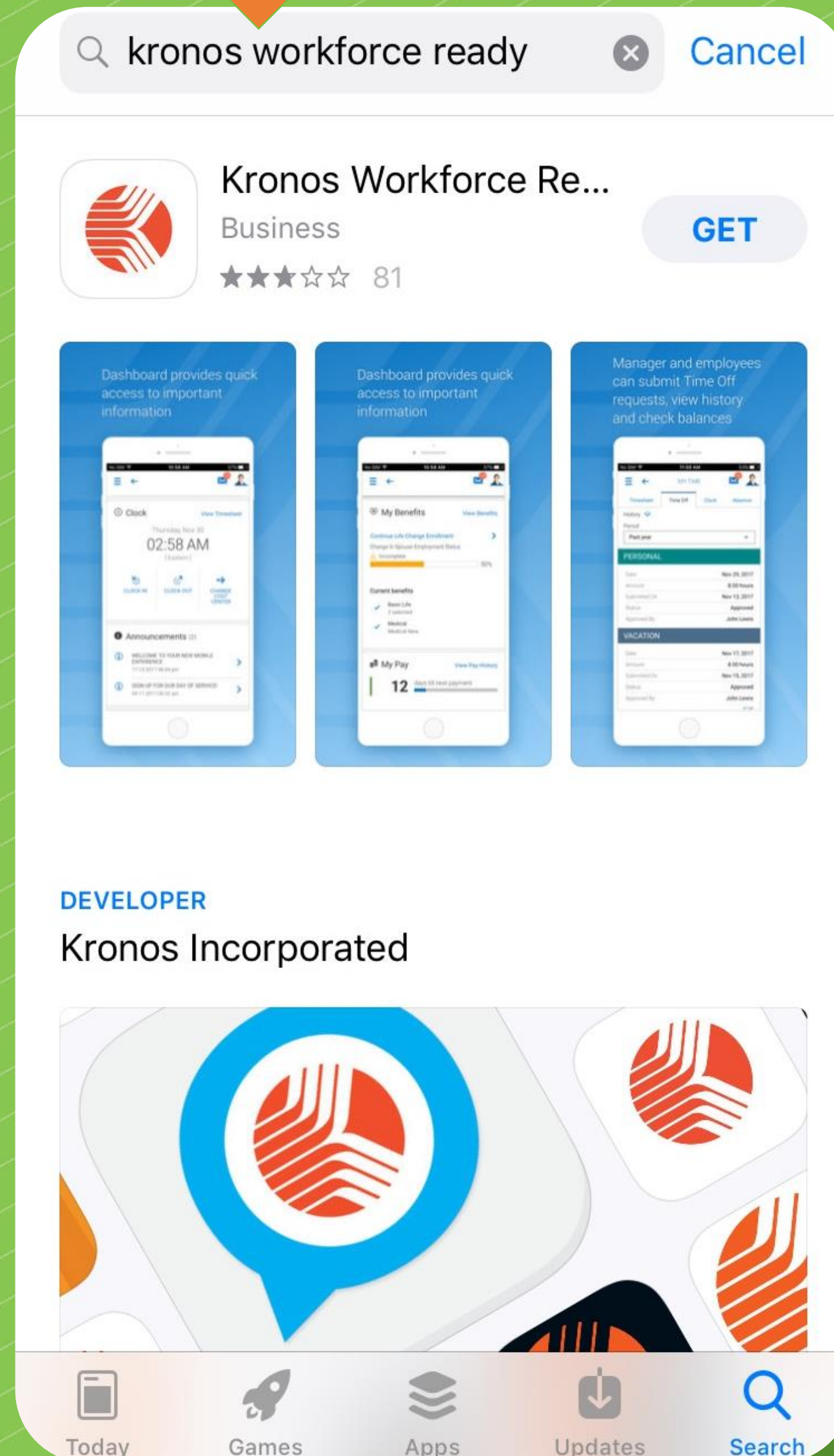


How To Get the Mobile App

Type **KRONOS WORKFORCE READY MOBILE** in the search bar of your app store - be sure you type those **exact words** in order to get the correct app

Once downloaded, you will need to enter the **Company Short Name** in order to log in

**COMPANY SHORT NAME:
6154013**



Mobile App

**Company Short Name:
6154013**

KRONOS
Welcome to Workforce Ready

Select your region

- North America
- Europe
- Australia
- Dimensions HCM

Company Shortname *

6154013

CONTINUE

HUMBOLDT STATE UNIVERSITY

myhumboldt

HSU User Name

Password

Login

[Forgot your user name or password? Need help?](#)

Secure your information!
myHumboldt provides access to many of your applications—not just the one you're using.

Don't leave your workstation unattended;
whenever possible use a password-protected screen saver

Once you've downloaded the app, select your region and enter the Company Short Name. You will be redirected to your MyHumboldt to enter your credentials before being logged in to your KRONOS account.

Please Note:

It is recommended that you log in to KRONOS for the first time using your desktop computer or laptop. This will allow you to check your projects are accurate (within the magnifying glass in your timesheet) and to verify the accuracy of your personal information in your profile.

Entering Time

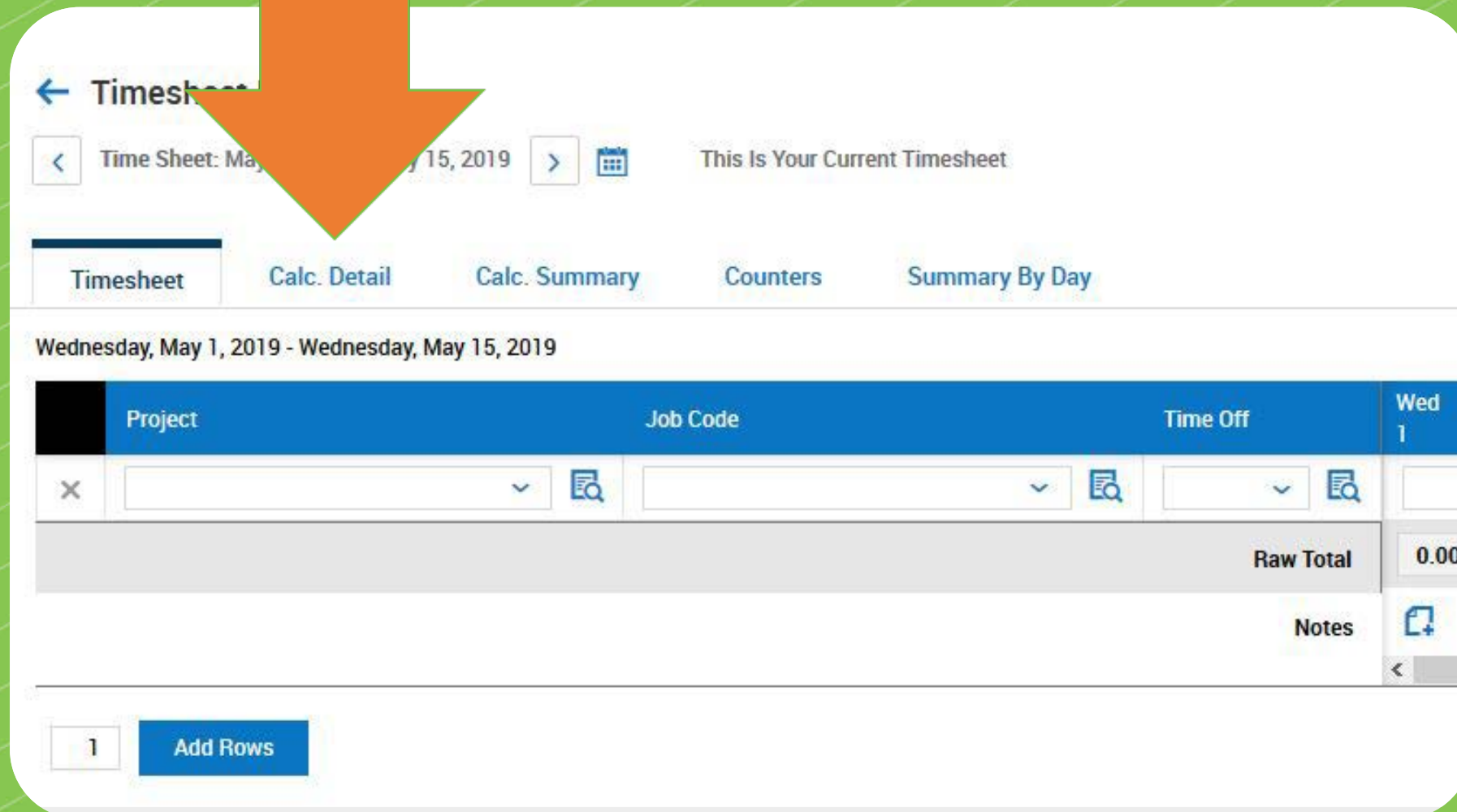
- **Select a Project in your “Limit List”**
- **Select your Job Code**
- **Add time -or-**
- **Claim Time Off and SAVE**
- **When logging in the first time, click the magnifying glass icon and select each of your projects one after the other to ensure they are visible in the dropdown menu on the mobile app**

Project	Job Code	Time Off	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Raw Total
												0.00
Raw Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Notes												

If you do not see your Project listed in the drop down list or in the list contained in the magnifying glass icon, or you are incorrectly appointed to the EE or PI version of your project, please contact the SPF Front Office.

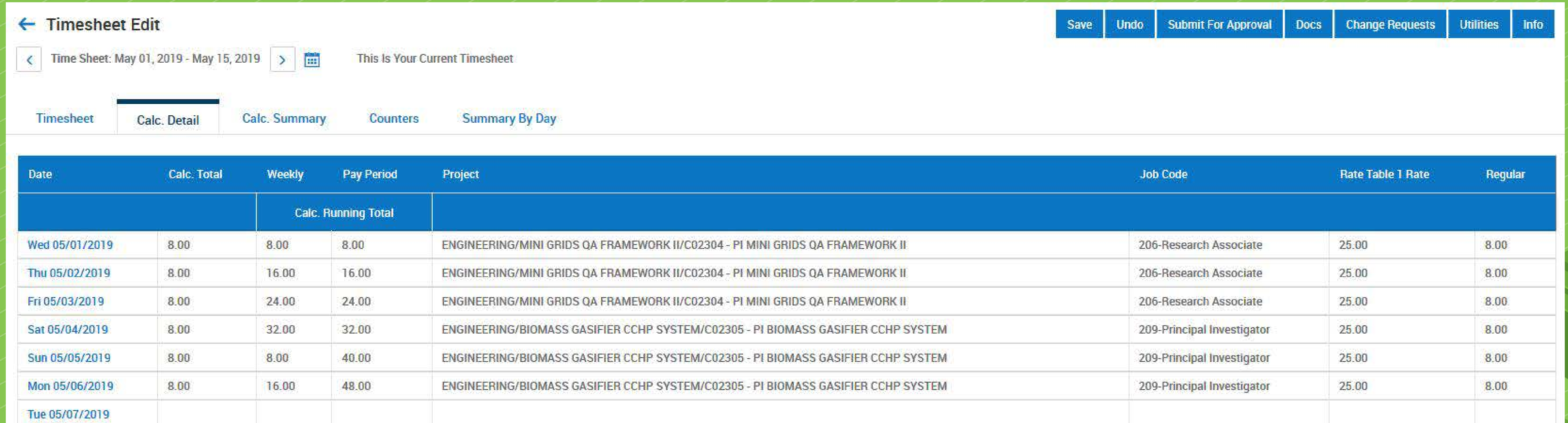
Verifying Accuracy of Information

theWFCGROUP



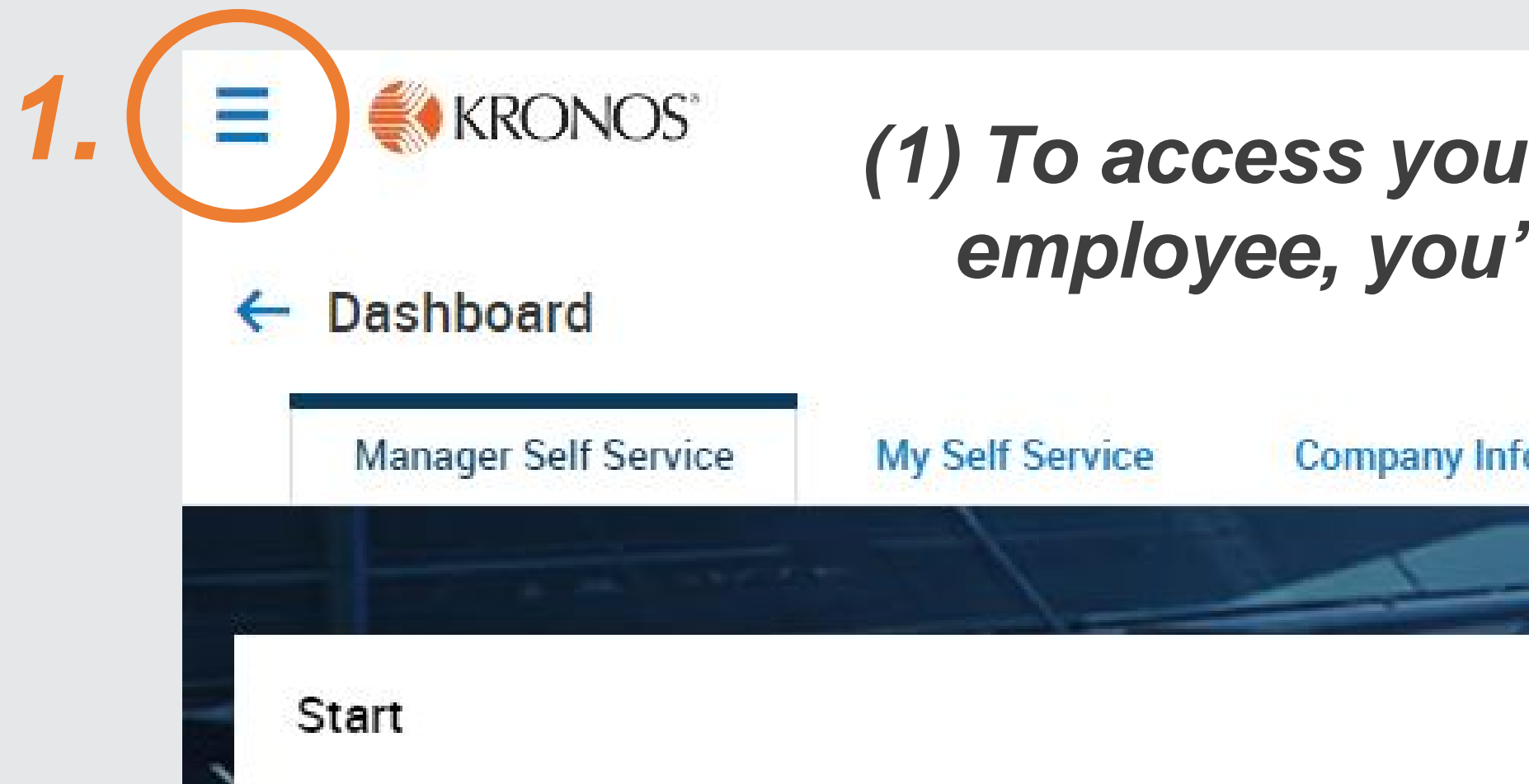
To verify the accuracy of your rate of pay and project information, enter hours in the timesheet, and hit **SAVE**. Next, choose **Calc Detail**. This will give you a breakdown of your recorded time and show you the Rate of Pay assigned to each project.

If your rate of pay or project information is incorrect, please call the SPF Front Office.



Date	Calc. Total	Weekly	Pay Period	Project	Job Code	Rate Table 1 Rate	Regular
Wed 05/01/2019	8.00	8.00	8.00	ENGINEERING/MINI GRIDS QA FRAMEWORK II/C02304 - PI MINI GRIDS QA FRAMEWORK II	206-Research Associate	25.00	8.00
Thu 05/02/2019	8.00	16.00	16.00	ENGINEERING/MINI GRIDS QA FRAMEWORK II/C02304 - PI MINI GRIDS QA FRAMEWORK II	206-Research Associate	25.00	8.00
Fri 05/03/2019	8.00	24.00	24.00	ENGINEERING/MINI GRIDS QA FRAMEWORK II/C02304 - PI MINI GRIDS QA FRAMEWORK II	206-Research Associate	25.00	8.00
Sat 05/04/2019	8.00	32.00	32.00	ENGINEERING/BIOMASS GASIFIER CCHP SYSTEM/C02305 - PI BIOMASS GASIFIER CCHP SYSTEM	209-Principal Investigator	25.00	8.00
Sun 05/05/2019	8.00	8.00	40.00	ENGINEERING/BIOMASS GASIFIER CCHP SYSTEM/C02305 - PI BIOMASS GASIFIER CCHP SYSTEM	209-Principal Investigator	25.00	8.00
Mon 05/06/2019	8.00	16.00	48.00	ENGINEERING/BIOMASS GASIFIER CCHP SYSTEM/C02305 - PI BIOMASS GASIFIER CCHP SYSTEM	209-Principal Investigator	25.00	8.00
Tue 05/07/2019							

Verify Accuracy of Personal Data



(1) To access your own information as an employee, you'll click the menu icon

(2) Select the single person icon, then:

-> My Information

-> My Profile

This will take you into your profile where you can check your Accrual Balances as well as your personal data for accuracy

← My Profile

SPF Main Edit Tabs

MY INFO

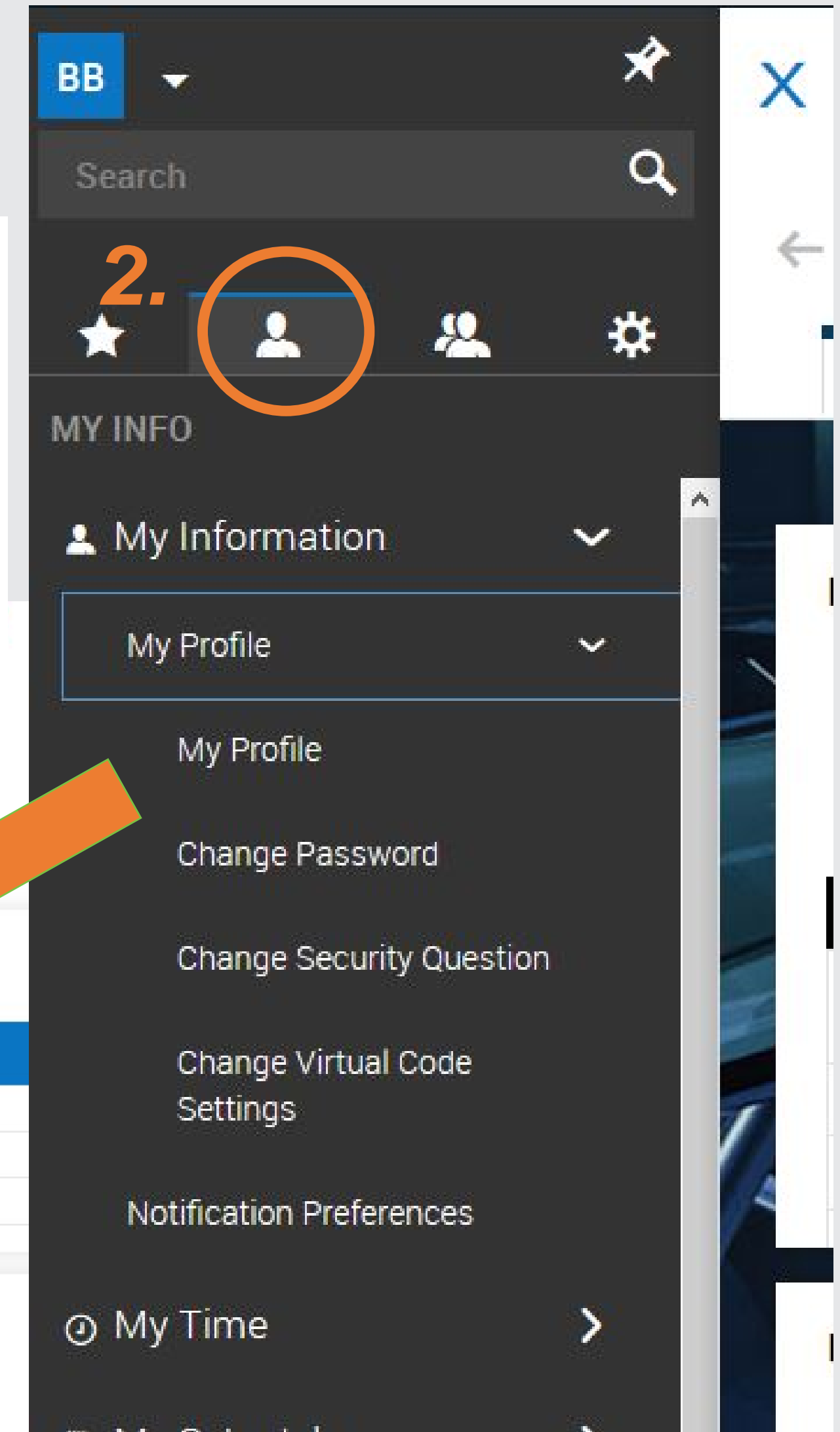
Accruals

TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL	ACCRUE RATE
Personal Holiday	01/01/2020	Hrs:	8.00	0.00	8.00	0.00	0.00	1 Days/Yearly
Sick Self	05/16/2019	Hrs:	12.00	18.00	-6.00	0.00	0.00	0.5 Days/Pay Period
Vacation	05/01/2019	Hrs:	6.68	0.00	6.68	0.00	0.00	0.4175 Days/Pay Period

Extra Fields

Category

Pick up Check at Cashiers?



Claiming Time Off

Employees will add a row and choose a time off category from the options, then enter the hours directly on to their time card

**Any hours entered in this row will be claimed in that category*

The screenshot shows the 'Timesheet Edit' interface. At the top right, there are buttons for 'Save', 'Undo', 'Submit For Approval', 'Docs', 'Change Requests', 'Utilities', and 'Info'. Below these, the current timesheet is identified as 'Time Sheet: April 16, 2019 - April 30, 2019' with a status of 'Needs Saving'. The interface has two tabs: 'Timesheet' (selected) and 'Exceptions'. The main area displays a table for the period 'Tuesday, April 16, 2019 - Tuesday, April 30, 2019'. The table has columns for 'Project', 'Job Code', 'Time Off', and days from 'Tue 16' to 'Wed 24', plus a 'Total' column. A row is added with 'Holiday' selected in the 'Time Off' dropdown, showing 8.00 hours on Thursday (Thu 18) and a total of 8.00 hours. The 'Add Rows' button at the bottom left is circled in orange and labeled '1.'. The 'Time Off' dropdown menu is also circled in orange and labeled '2.'.

Project	Job Code	Time Off	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Total
		Holiday			8.00							8.00
Total			0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Save & Submit Your Timesheet

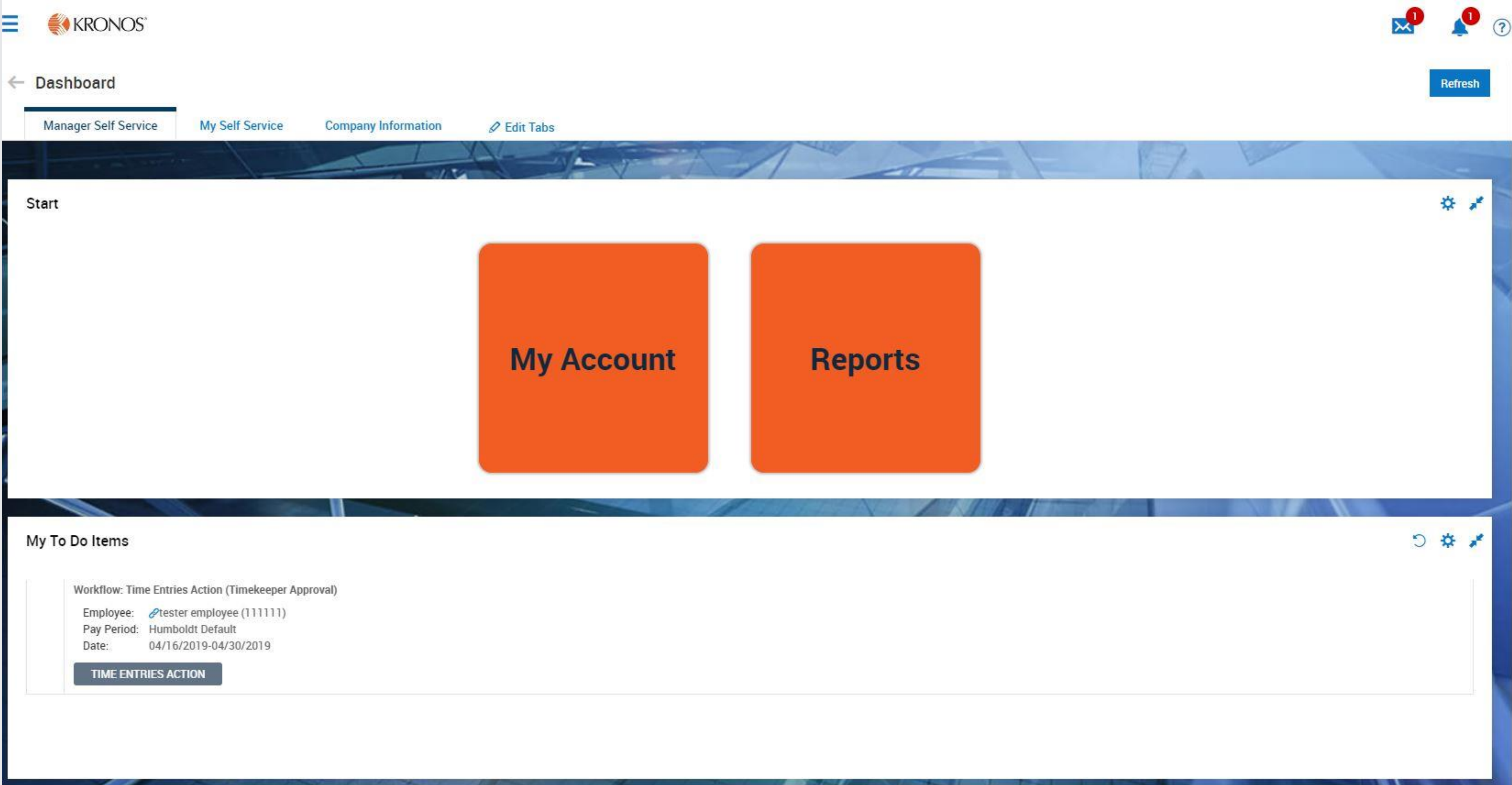
- **Be sure to click “Save” after any edits or new time entries**
- **When your timesheet is complete, click “Submit for Approval” and your time will be routed to your PI for their review**

The screenshot shows the 'Timesheet Edit' interface. At the top right, a navigation bar contains buttons for 'Save', 'Undo', 'Submit For Approval', 'Docs', 'Change Requests', 'Utilities', and 'Info'. The 'Save' and 'Submit For Approval' buttons are circled in orange. Below the navigation bar, there is a header section with 'Timesheet Edit', a date range 'Time Sheet: April 16, 2019 - April 30, 2019', and a status 'Needs Saving'. The main area is a table with columns for days of the week (Tue 16 to Wed 24) and a 'Total' column. The table has three rows: a data row for a holiday entry on Thursday (8.00 hours), a 'Total' row (0.00 for all days, 8.00 total), and a 'Notes' row. At the bottom left, there is a button labeled 'Add Rows'.

Project	Job Code	Time Off	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Total
		Holiday			8.00							8.00
Total			0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Notes												

PI's & Approvers: Dashboard

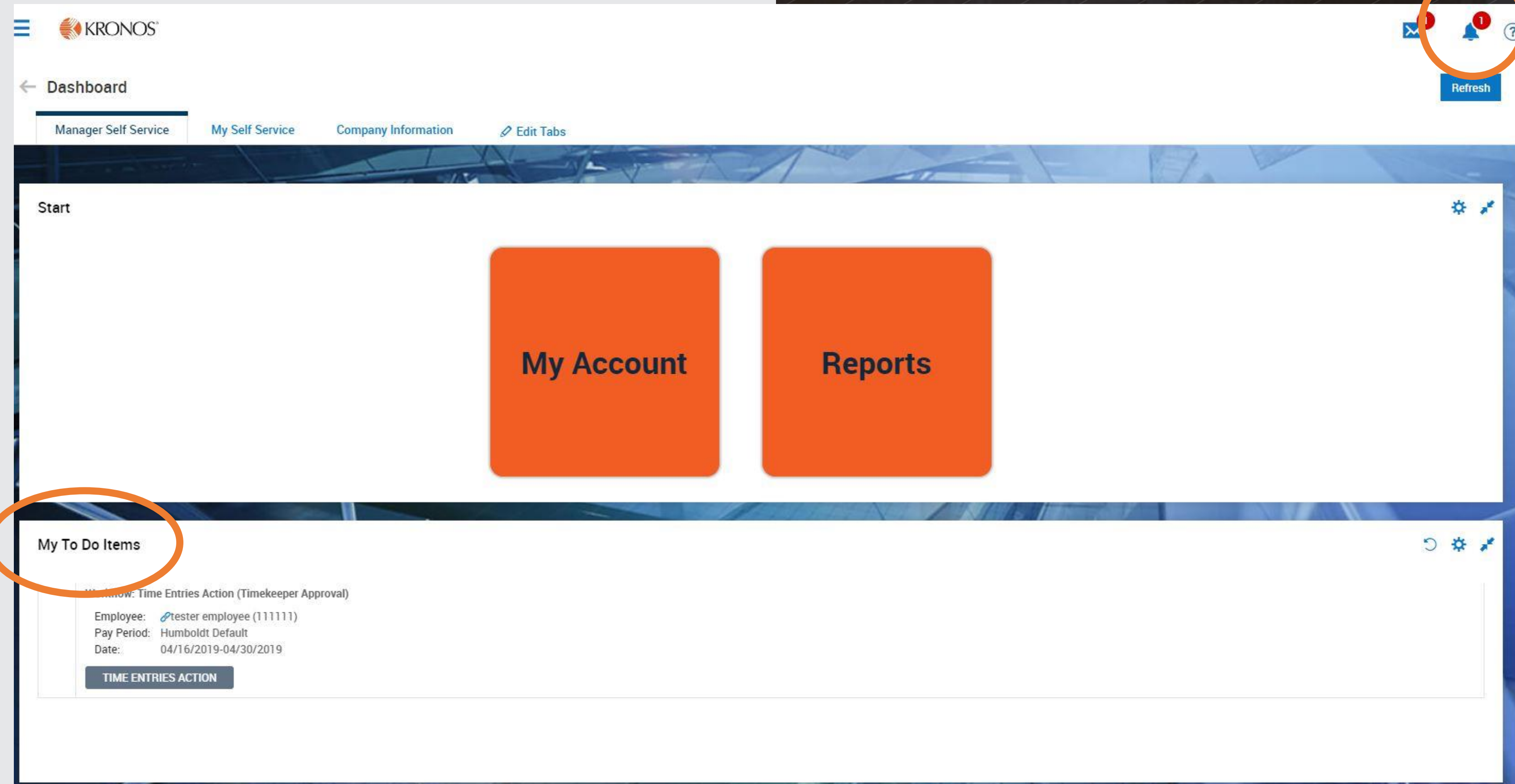
This is the first screen you will see when logging in...



PI's & Approvers: To Do Items

When your employee submits their time entries...

- 1. You will receive an automatic email notification from KRONOS. Check your spam folders if these are not coming in.*
- 2. When you login, you can access the time needing approval in two places.*
 - On your dashboard in your "My To Do Items" area*
 - In the top right corner of the screen by selecting the bell icon*



HOW TO APPROVE TIME

1. Choose Time Entries Actions from the “My To Do Items” area on your dashboard
2. Review the time entries for accuracy.
3. To apply an action to all entries, check the box at the top left to choose all rows on page
4. Click “Approve”
5. Then choose “Submit”

My To Do Items

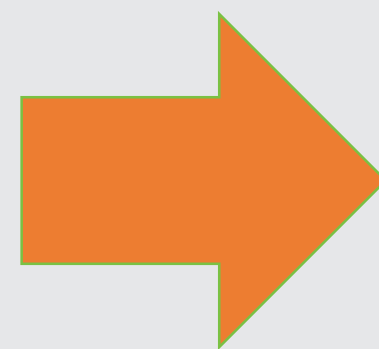
Workflow: Time Entries Action (Timekeeper Approval)

Employee: [tester employee \(111111\)](#)

Pay Period: Humboldt Default

Date: 04/16/2019-04/30/2019

1.



2.

KRONOS

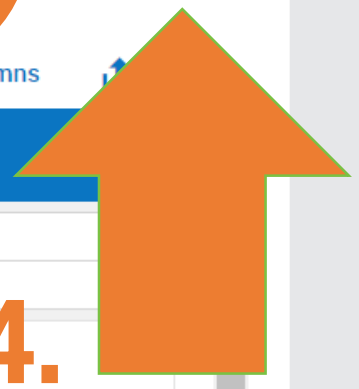
Approve Time Entries

3.

Rows on Page: 15 | 4 Rows | Refresh Data

<input checked="" type="checkbox"/>	Employee Id	First Name	Last Name	Status	Date	Cost Centers Full Path	Job Code Full Path	Time Off Name	Start
<input checked="" type="checkbox"/>	starts with	starts with	starts with	starts with	=	starts with	starts with	=	=
<input checked="" type="checkbox"/>	111111	tester	employee	Approved	04/16/2019	WILDLIFE MANAGEMENT/HSI STEM/F03050 - EE HSI STEM	204-Co-Principal Investigator		-
<input checked="" type="checkbox"/>	111111	tester	employee	Approved	04/17/2019	WILDLIFE MANAGEMENT/HSI STEM/F03050 - EE HSI STEM	206-Research Associate		-
<input checked="" type="checkbox"/>	111111	tester	employee	Approved	04/18/2019	WILDLIFE MANAGEMENT/HSI STEM/F03050 - EE HSI STEM	204-Co-Principal Investigator	Sick Self	-
<input checked="" type="checkbox"/>	111111	tester	employee	Approved	04/19/2019	WILDLIFE MANAGEMENT/HSI STEM/F03050 - EE HSI STEM	204-Co-Principal Investigator		-

4.

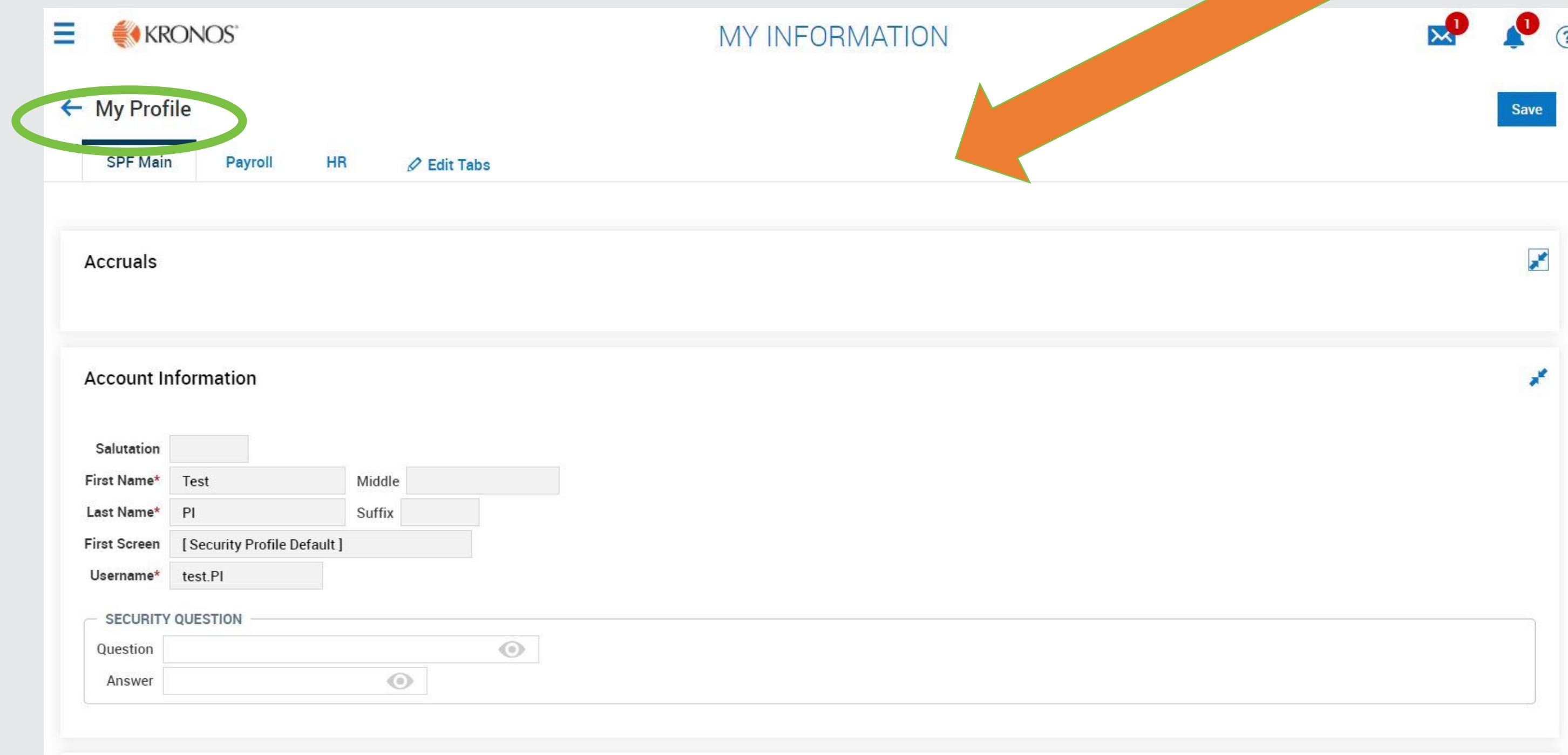


PI's & Approved Signers: Self Service

To access your own information if you are an Approved Signer, you'll hover over "My Account" and choose "My Profile." You can then navigate through your profile and confirm the accuracy of your information.

My Profile
My Current Timesheet

Reports

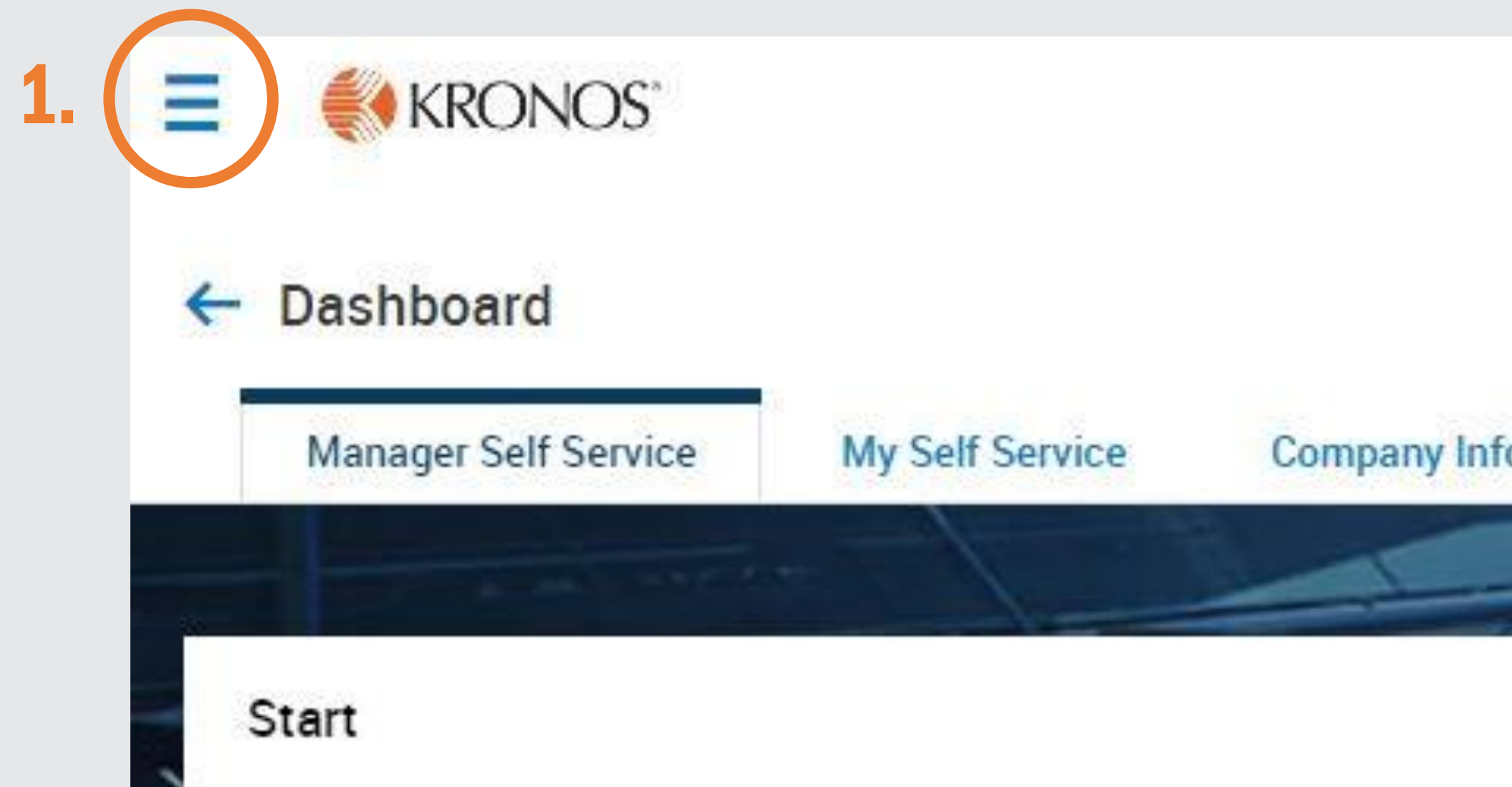


The screenshot shows the KRONOS user interface. At the top left is the KRONOS logo. The main header is "MY INFORMATION". On the right, there are notification icons and a "Save" button. Below the header, there are navigation tabs: "SPF Main", "Payroll", "HR", and "Edit Tabs". The "My Profile" link is circled in green. Below the tabs, there are sections for "Accruals" and "Account Information". The "Account Information" section contains fields for Salutation, First Name (Test), Middle, Last Name (PI), Suffix, First Screen ([Security Profile Default]), and Username (test.PI). Below this is a "SECURITY QUESTION" section with "Question" and "Answer" fields, each with a visibility toggle.

REPORTS

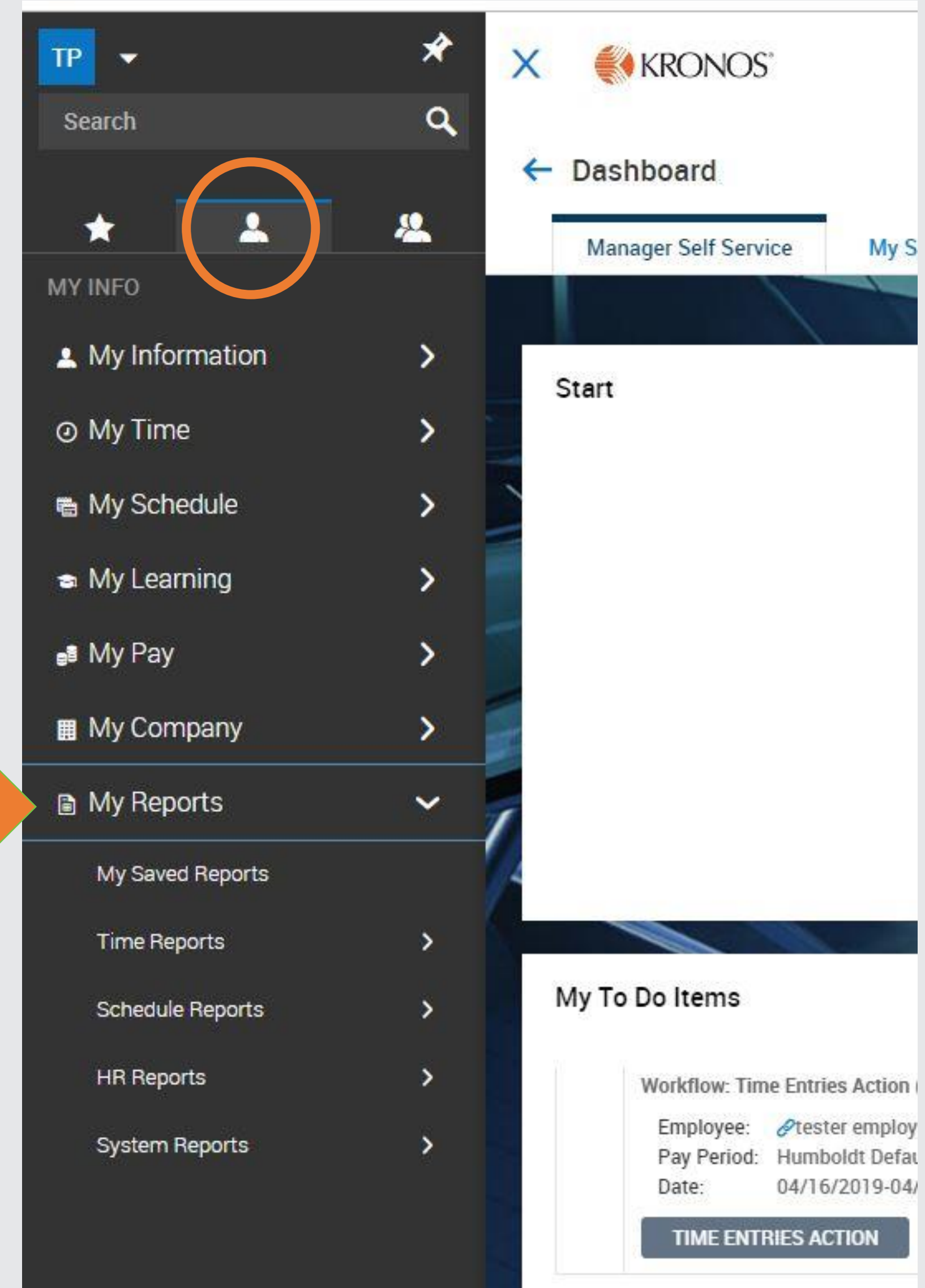
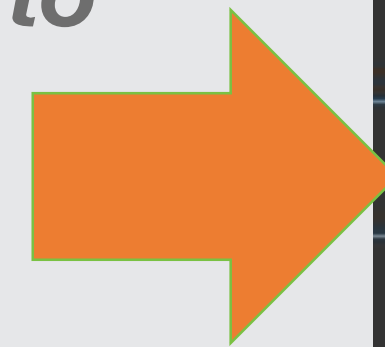
Many reports come standard with the Kronos Workforce Ready module. You can customize them to fit your needs or use them as a template for new reports.

- First, choose the icon with three horizontal lines in the top left corner of your screen.



2. Next, choose the icon with the single person.

3. Navigate down to "My Reports" and click the dropdown menu to explore



TO REVIEW:

- *Everyone should log on for the first time on a desktop computer and verify the accuracy of their personal information and projects.*
 - *PI's should be hired to the PI version of a project, Employees to the EE version. Contact the SPF front office if this is not the case!*
- *PI's will log in and check their "My To Do Items" to review and approve time for employees at the end of the pay period*
- *Timesheets should be approved and submitted no later than the day following the last day of the pay period. Please refer to the Payroll Schedule for pay period dates.*

**And remember –
always call the SPF Front Office with any questions or
concerns!**