

# KRONOS v8 Employee Timecard Guide

## How to Read Your Timecard

1. Log into Kronos with your network UserName and Password.



New Kronos Icon

2. When you log in, your Timecard will load.

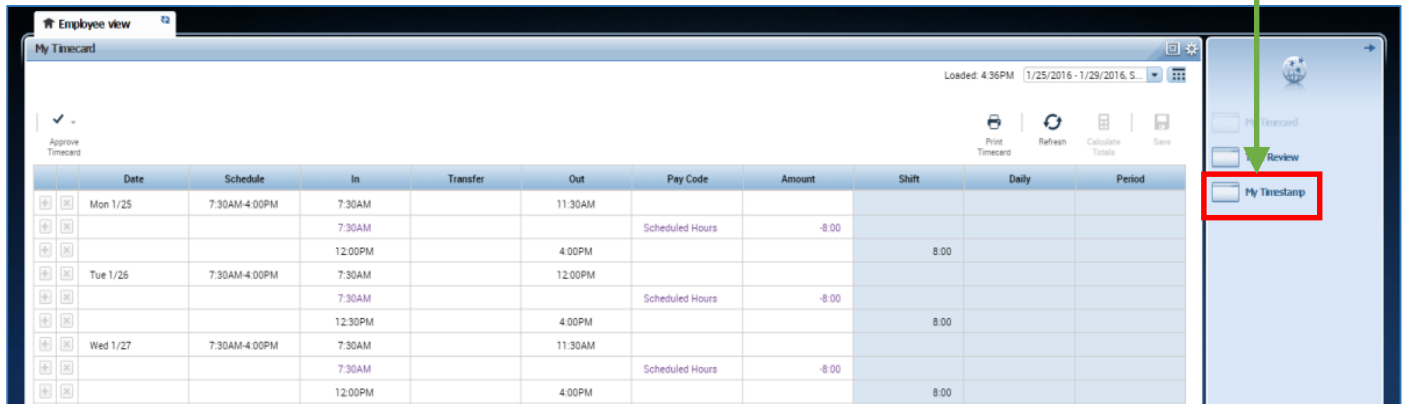
- a. <sup>1</sup>Schedule is your scheduled hours to work.
- b. <sup>2</sup>In/Out is the time you punch in for the day or in from lunch and out for the day and out for lunch.
- c. <sup>3</sup>Shift shows the hours: minutes you have worked for the day.

	Date	1 Schedule	2 In	Transfer	2 Out	Pay Code	Amount	3 Shift	Daily	Period
Mon 1/25		7:30AM-4:00PM	7:30AM		11:30AM					
			7:30AM			Scheduled Hours	-8:00			
				12:00PM	4:00PM			8:00		
Tue 1/26		7:30AM-4:00PM	7:30AM		12:00PM					
			7:30AM			Scheduled Hours	-8:00			
				12:30PM	4:00PM			8:00		
Wed 1/27		7:30AM-4:00PM	7:30AM		11:30AM					
			7:30AM			Scheduled Hours	-8:00			
				12:00PM	4:00PM			8:00		
Thu 1/28		7:30AM-4:00PM	7:30AM		11:45AM					
			7:30AM			Scheduled Hours	-8:00			
				12:15PM	4:05PM			8:10	0:10	0:10
Fri 1/29		7:30AM-4:00PM	7:30AM		12:00PM					
			7:30AM			Scheduled Hours	-8:00			
				12:30PM	4:00PM			8:00		0:10

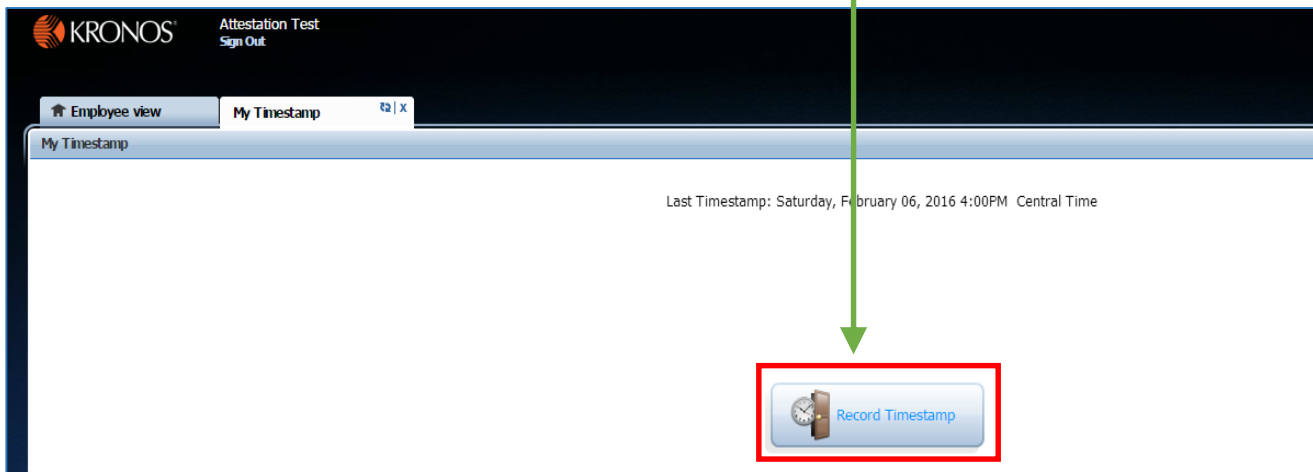
- d. <sup>4</sup>Time Review is where you will make your Edit requests for missed punches and Timecard Approvals.
- e. <sup>5</sup>My Timestamp will be where you will record your time from the web interface.

## How to Record Your Timestamp

1. After logging in, the Employee View will load and you will click “My Timestamp”



2. A new tab will open for you to record your timestamp. Press the “Record Timestamp” button. (The “Last Timestamp” shows the last successful timestamp on your account.)



## Timecard with Exceptions and Missed Punches

The red 'i's indicate an exception. The 'i' next to the date is for an absence (red unexcused/blue excused). The 'i' next to the time indicates a time exception, early/late in/out punches for the day or for lunch.

The red boxes indicate missed punches. They only appear if you have at least one punch for the day.

	Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
	Sun 1/31		7:10AM		11:00AM					
	Mon 2/01	7:30AM-4:00PM	7:30AM		4:00PM	Scheduled Hours	-8:00			
	Tue 2/02	7:30AM-4:00PM	7:30AM		12:00PM	Scheduled Hours	-8:00	7:50	-0:10	-0:10
	Wed 2/03	7:30AM-4:00PM	7:30AM		11:30AM	Scheduled Hours	-8:00		-8:00	-8:10
	Thu 2/04	7:30AM-4:00PM	7:30AM		4:00PM	Scheduled Hours	-8:00	8:00		-8:10
	Fri 2/05	7:30AM-4:00PM	7:30AM		12:15PM	Scheduled Hours	-8:00	3:45	-4:15	-12:25
	Sat 2/06				4:00PM	Scheduled Hours	-8:00		-8:00	-20:25

## Missed Punch Submittal

1. Click "Time Review" in the right hand column in Employee View.

Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
Sun 1/31									
Mon 2/01	7:30AM-4:00PM	7:10AM		11:00AM	Scheduled Hours	-8.00			
		7:30AM							
		12:00PM		4:00PM			7.50	-0.10	-0.10
Tue 2/02	7:30AM-4:00PM				Scheduled Hours	-8.00			
		7:30AM						-8.00	-8.10
Wed 2/03	7:30AM-4:00PM	7:30AM		11:30AM	Scheduled Hours	-8.00			
		7:30AM		4:00PM			8.00		-8.10
Thu 2/04	7:30AM-4:00PM	7:30AM			Scheduled Hours	-8.00			
		7:30AM							
		12:15PM		4:00PM			3.45	-4.15	-12.25
Fri 2/05	7:30AM-4:00PM	7:30AM			Scheduled Hours	-8.00			
		7:30AM						-8.00	-20.25
Sat 2/06				4:00PM					-20.25

2. The "Time Review" Tab will open. You will click the drop-down box changing "Previous Pay Period" to Daily Approvals".

3. You will click on your missed punch box. Next, click on the "Fix Missing Punch"

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 1/31							0:00	0:00
Mon 2/01 (E)	7:30AM-4:00PM	Scheduled Hours	-8:00	7:10AM		11:00AM		
				12:00PM		4:00PM	-0:10	-0:10
Tue 2/02 (E)	7:30AM-4:00PM	Scheduled Hours	-8:00				-8:00	-8:10
Wed 2/03 (E)	7:30AM-4:00PM	Scheduled Hours	-8:00	7:30AM		11:30AM		
				12:00PM			0:00	-8:10
Thu 2/04 (M)	7:30AM-4:00PM	Scheduled Hours	-8:00	7:30AM				
				12:15PM		4:00PM	-4:15	-12:25
Fri 2/05 (M)	7:30AM-4:00PM	Scheduled Hours	-8:00	7:30AM			-8:00	-20:25
Sat 2/06 (M)						4:00PM	0:00	-20:25
Sun 2/07							0:00	-20:25

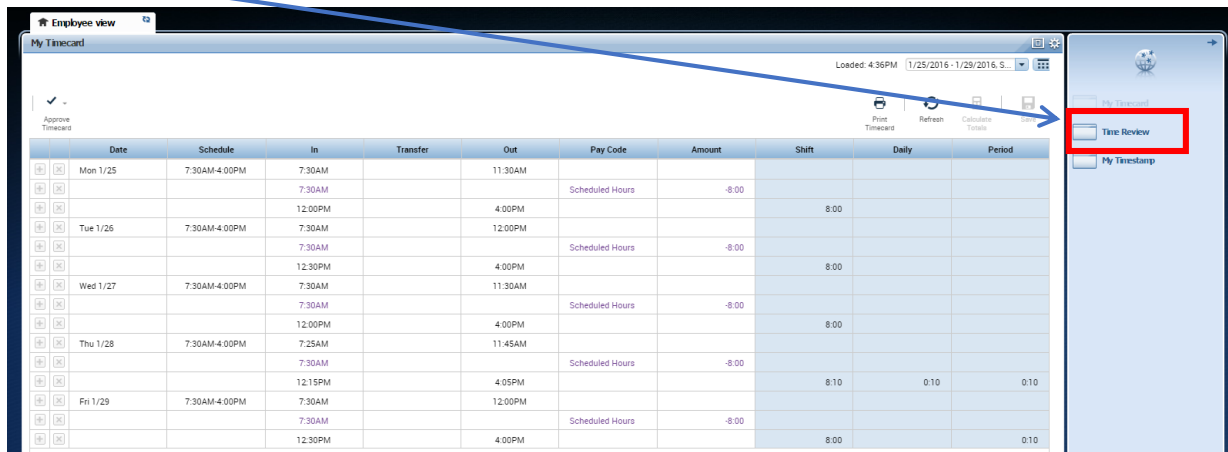
4. A pop-up will appear for you to fix your time. You will have to enter **HH:MM AM/PM** and add a note. Click "Submit" when complete. **The note field is required**

**\*\*Your Kronos Manager will receive an email notification upon submission. You will see the correct time on your timecard once the punch has been approved\*\***

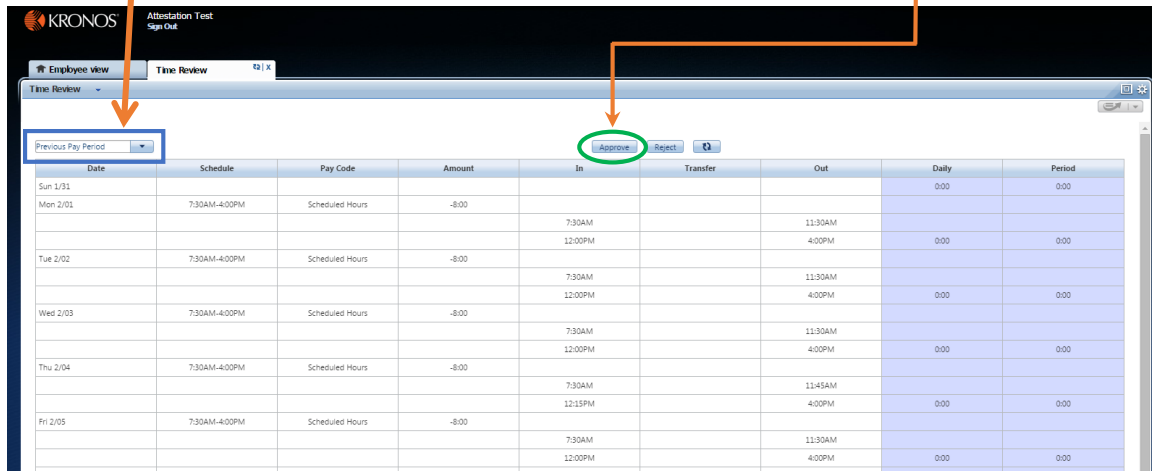
## How to Approve Your Timecard

**Timecards MUST be approved by the end of every Monday**

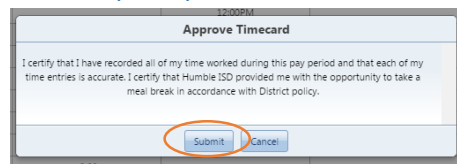
1. Click "Time Review"



2. Your Previous Pay Period Timecard tab will open. If all the times are correct, click "Approve". If you need to make corrections submit "Missed Punch Corrections" or an Edit form if the whole day was missed.



3. A pop up will appear for you to verify that your submittal is correct. If so, press "Submit".



4. Once you approve your timecard, in Time Review – it will say (Approved) next to Previous Pay Period; and in My Timecard – the Previous Pay Period will turn Yellow.



	7:30AM			Scheduled Hours
	12:00PM		4:00PM	
7:30AM-4:00PM	7:30AM		11:30AM	
	12:00PM			Scheduled Hours
7:30AM-4:00PM	7:30AM		4:00PM	
	12:00PM		11:30AM	Scheduled Hours
7:30AM-4:00PM	7:30AM		4:00PM	
	12:00PM		11:45AM	Scheduled Hours
7:30AM-4:00PM	7:30AM			
	12:15PM		4:00PM	
7:30AM-4:00PM	7:30AM		11:30AM	
	7:30AM			Scheduled Hours
	12:00PM		4:00PM	
				This Pay Period A...

**\*\*Kronos Managers approve timecards every Tuesday by 4:00pm.**  
**Payroll signs off (approves) timecards every Wednesday by 4:00pm\*\***