

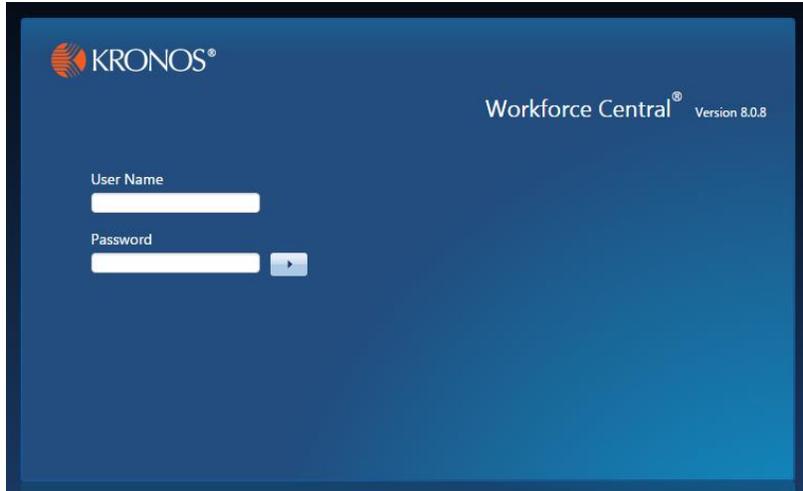
KRONOS v8 Employee Timecard Guide

How to Read Your Timecard

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

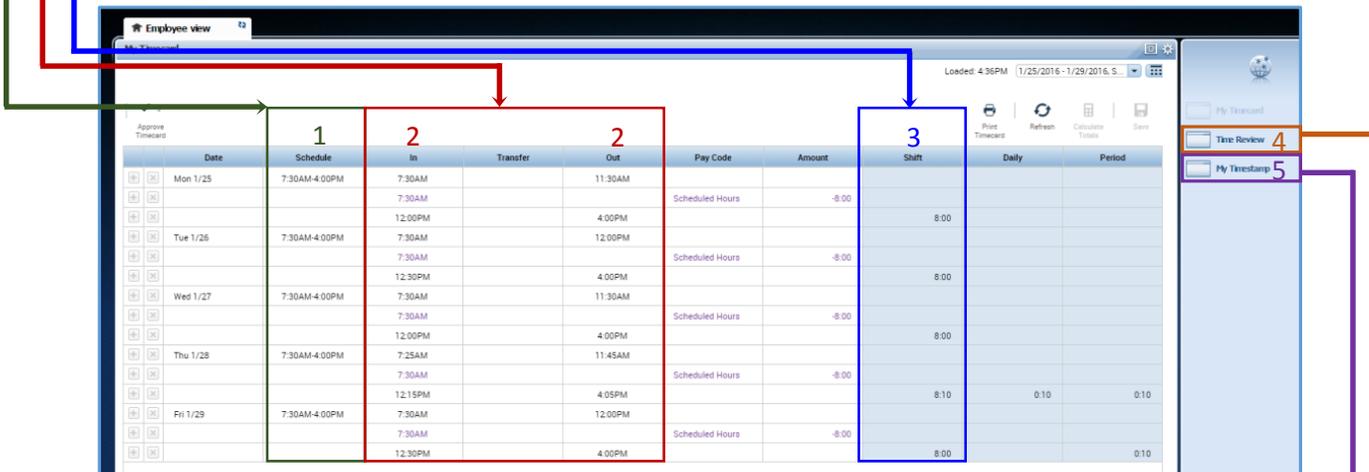


New Kronos Icon



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

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



The screenshot shows an "Employee view" of a timecard. The table has columns for Date, Schedule, In, Transfer, Out, Pay Code, Amount, Shift, Daily, and Period. The data is for the week of 1/25/2016 to 1/29/2016. Annotations with colored boxes and arrows point to specific parts of the interface:

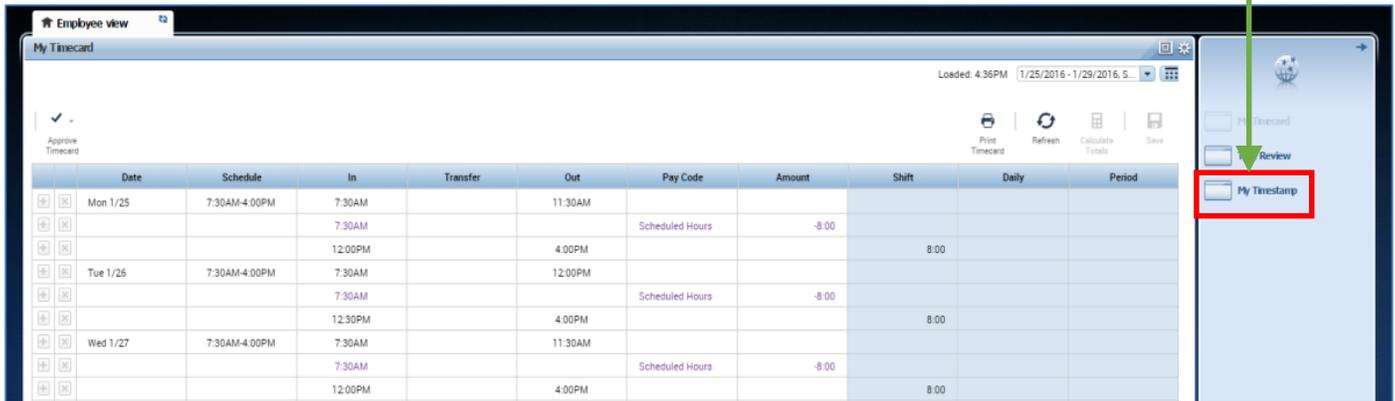
- 1**: A green box highlights the "Schedule" column.
- 2**: A red box highlights the "In" and "Out" columns.
- 3**: A blue box highlights the "Shift" column.
- 4**: An orange box highlights the "Time Review" button in the right sidebar.
- 5**: A purple box highlights the "My Timestamp" button in the right sidebar.

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

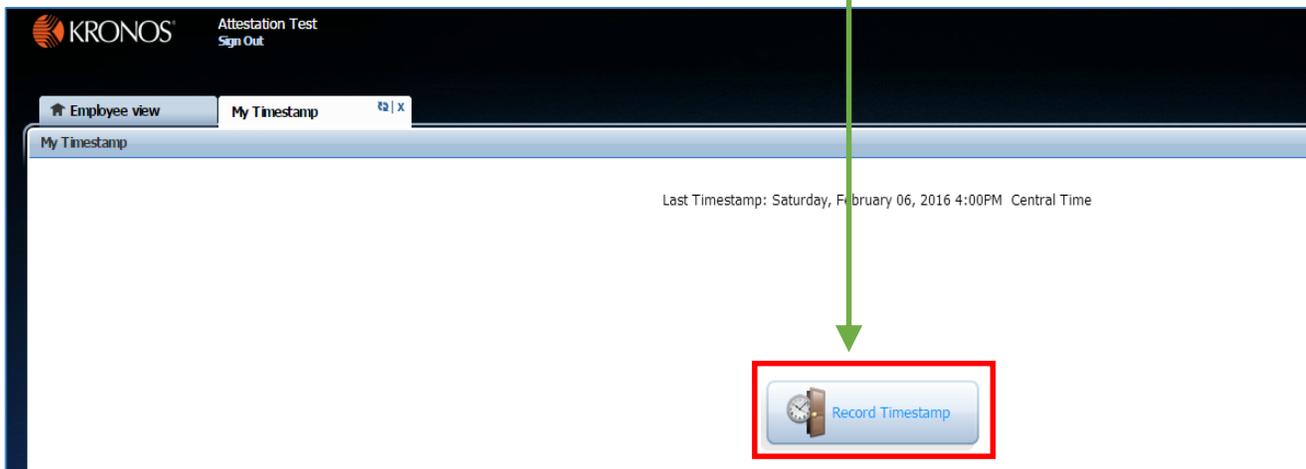
- d. ⁴Time Review is where you will make your Edit requests for missed punches and Timecard Approvals
- e. ⁵My Timestamp will be where you will record your time from the web interface

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

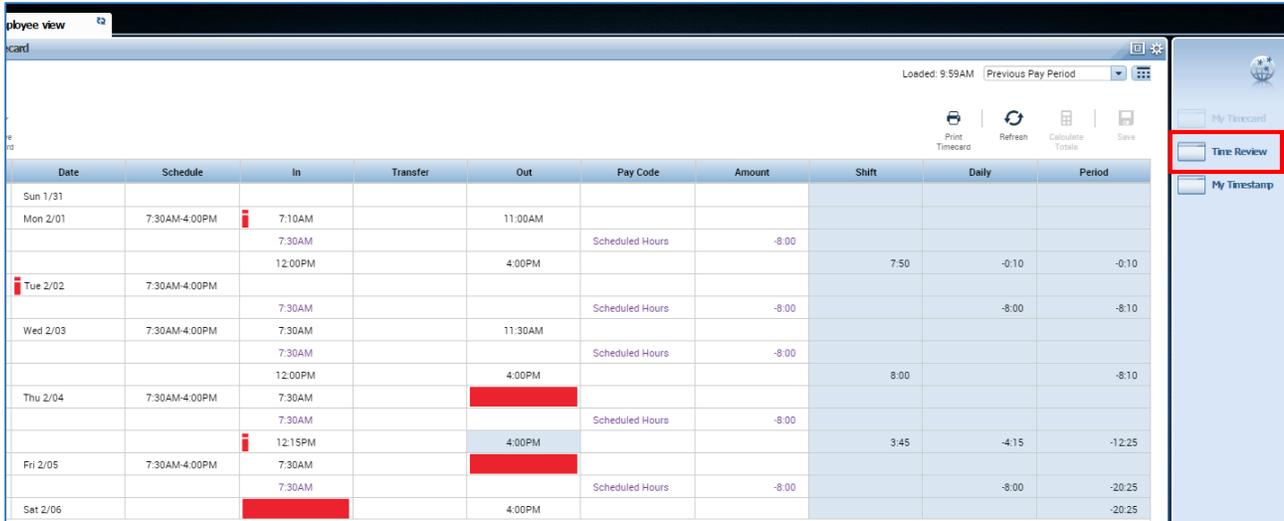
The red 'i's indicate an exception. The 'i' next to the date is for an absence (red unexcused/blue excused). The 'i' next to the time indicates a time exception, early/late in/out punches for the day or for lunch.

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	7:30AM-4:00PM	7:10AM		11:00AM					
		7:30AM			Scheduled Hours	-8:00			
		12:00PM		4:00PM			7:50	-0:10	-0:10
Mon 2/01	7:30AM-4:00PM				Scheduled Hours	-8:00		-8:00	-8:10
Wed 2/03	7:30AM-4:00PM	7:30AM		11:30AM					
		7:30AM			Scheduled Hours	-8:00			
		12:00PM		4:00PM			8:00		-8:10
Thu 2/04	7:30AM-4:00PM	7:30AM							
		7:30AM			Scheduled Hours	-8:00			
		12:15PM		4:00PM			3:45	-4:15	-12:25
Fri 2/05	7:30AM-4:00PM	7:30AM						-8:00	-20:25
		7:30AM			Scheduled Hours	-8:00			
Sat 2/06				4:00PM					-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			
		12:00PM		4:00PM			7.50	-0.10	-0.10
Tue 2/02	7:30AM-4:00PM	7:30AM			Scheduled Hours	-8.00		-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			
		12:15PM		4:00PM			3.45	-4.15	-12.25
Fri 2/05	7:30AM-4:00PM	7:30AM			Scheduled Hours	-8.00		-8.00	-20.25
Sat 2/06				4:00PM					-20.25

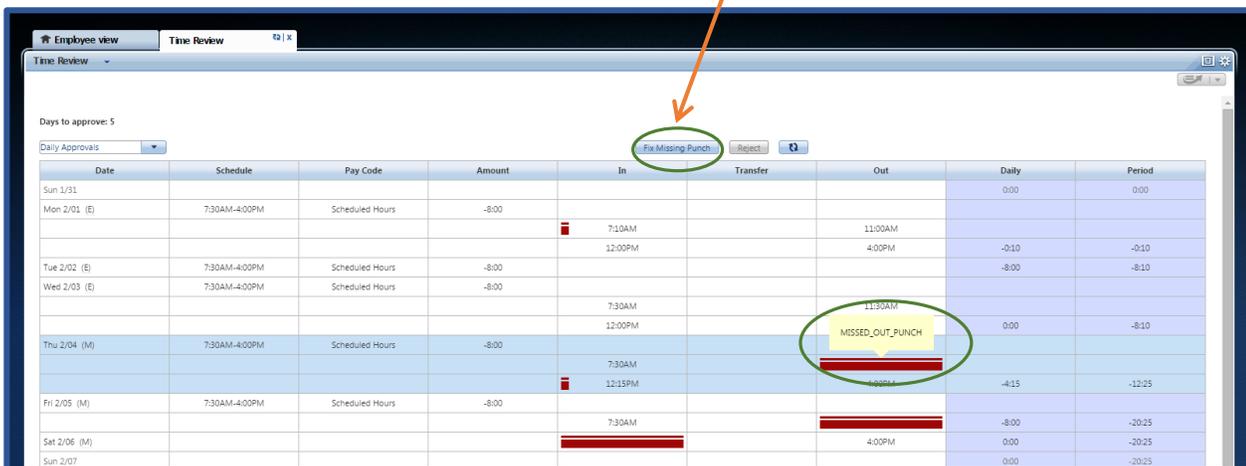
2. The "Time Review" Tab will open. You will click the drop-down box changing "Previous Pay Period" to Daily Approvals".



Days to approve: 5

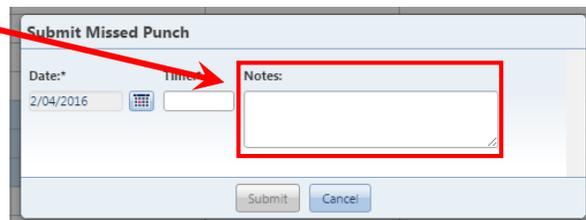
Daily Approvals [v] [Approve] [Reject] [Refresh]

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		4:00PM	0.00	-8.10
Thu 2/04 (M)	7:30AM-4:00PM	Scheduled Hours	-8.00	7:30AM		4:00PM	-4.15	-12.25
				12:15PM			-8.00	-20.25
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**



Submit Missed Punch

Date: 2/04/2016 [v] [Calendar]

Time: [v] [Clock]

Notes: [Text Area]

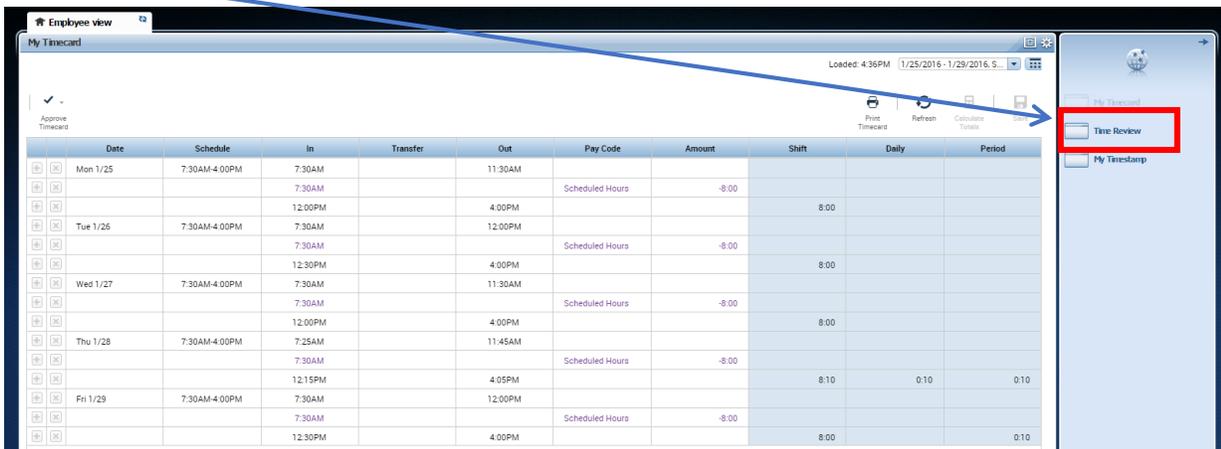
[Submit] [Cancel]

****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****

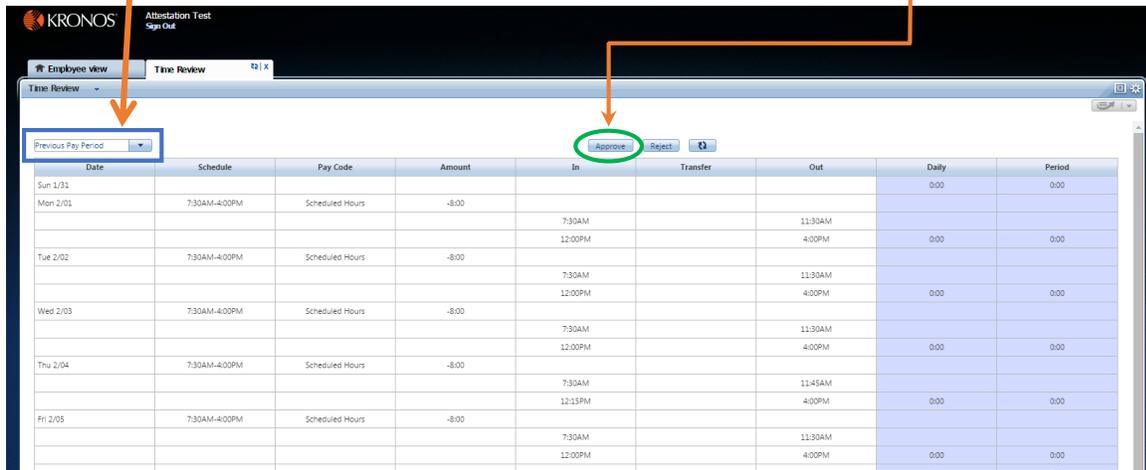
How to Approve Your Timecard

Timecards MUST be approved by the end of every Monday

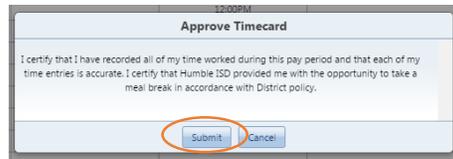
1. Click "Time Review"



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			
7:30AM-4:00PM	7:30AM	11:30AM		
	12:00PM		Scheduled Hours	
7:30AM-4:00PM	7:30AM	4:00PM		
	7:30AM	11:30AM		
	12:00PM		Scheduled Hours	
7:30AM-4:00PM	7:30AM	4:00PM		
	7:30AM	11:45AM		
	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****