

Kronos PC Instructions

You may access Kronos by going to the CobbWeb and clicking on the Kronos link.

LOG ON

User Name

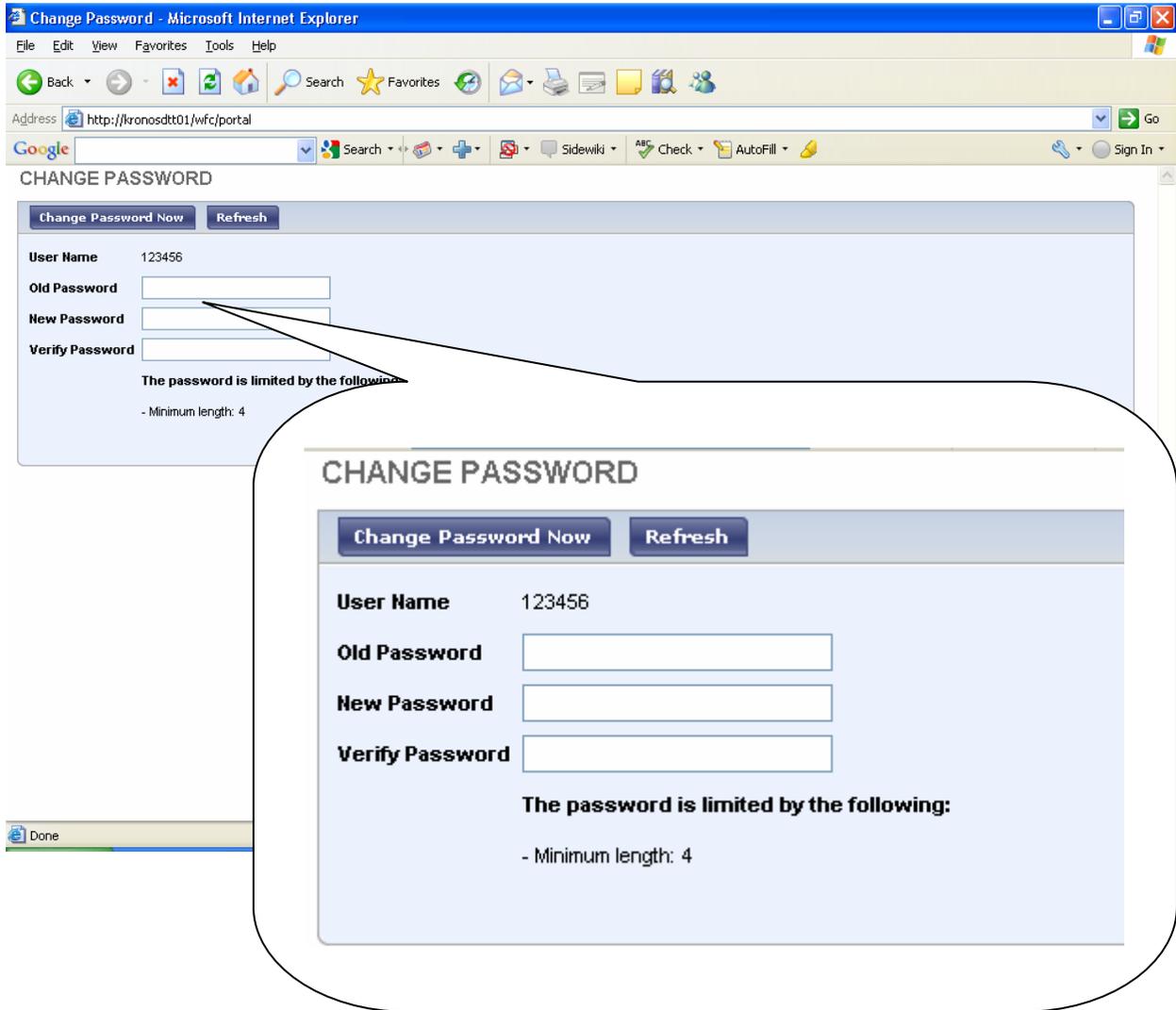
Password

Your User Name is your employee ID/KRONOS badge number.

The default password is setpass. (The default password is all one word in lowercase letters.)

Passwords are case sensitive. If you are having trouble logging in, check to see if your CAPS LOCK is on.

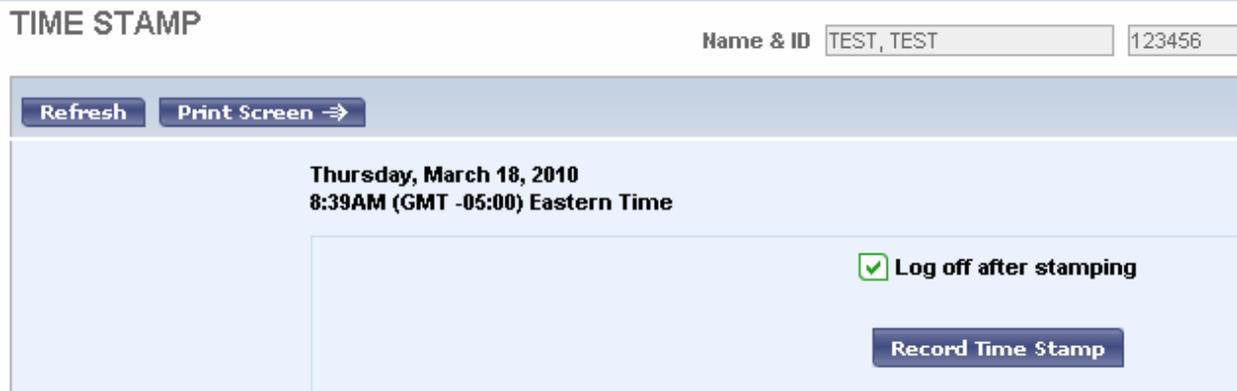
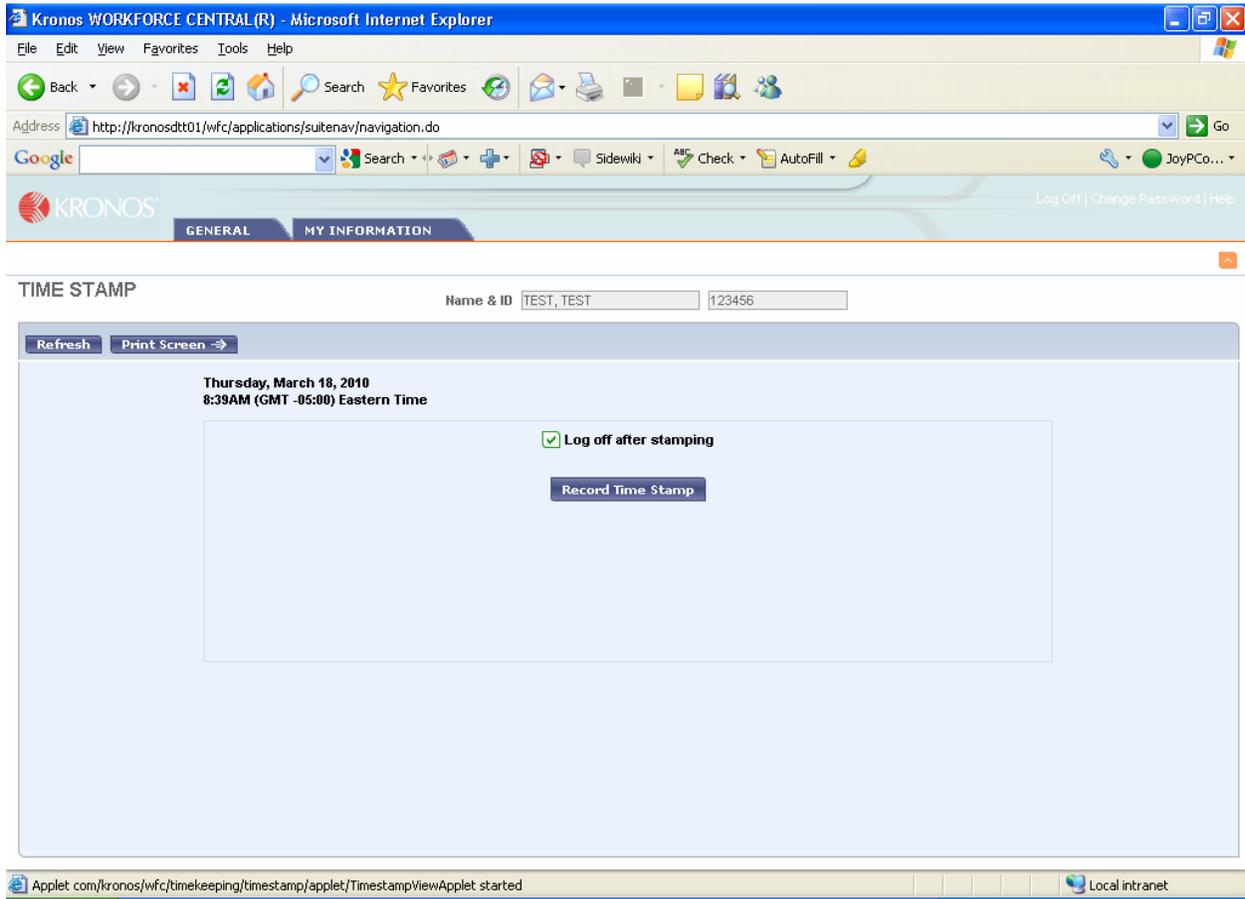
If this is your first time logging in or you have had your password reset, you will see this screen.



New employees will not be able to use the time clocks or log into KRONOS until Human Resources has completed all new-hire paperwork AND proper access has been assigned in AHRS.

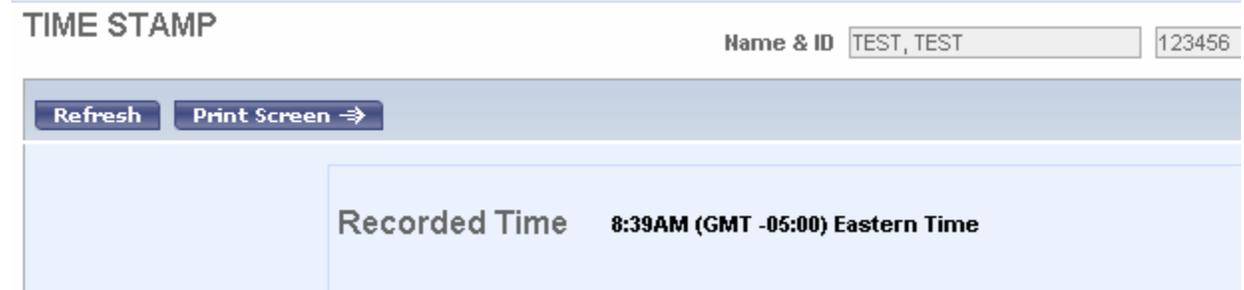
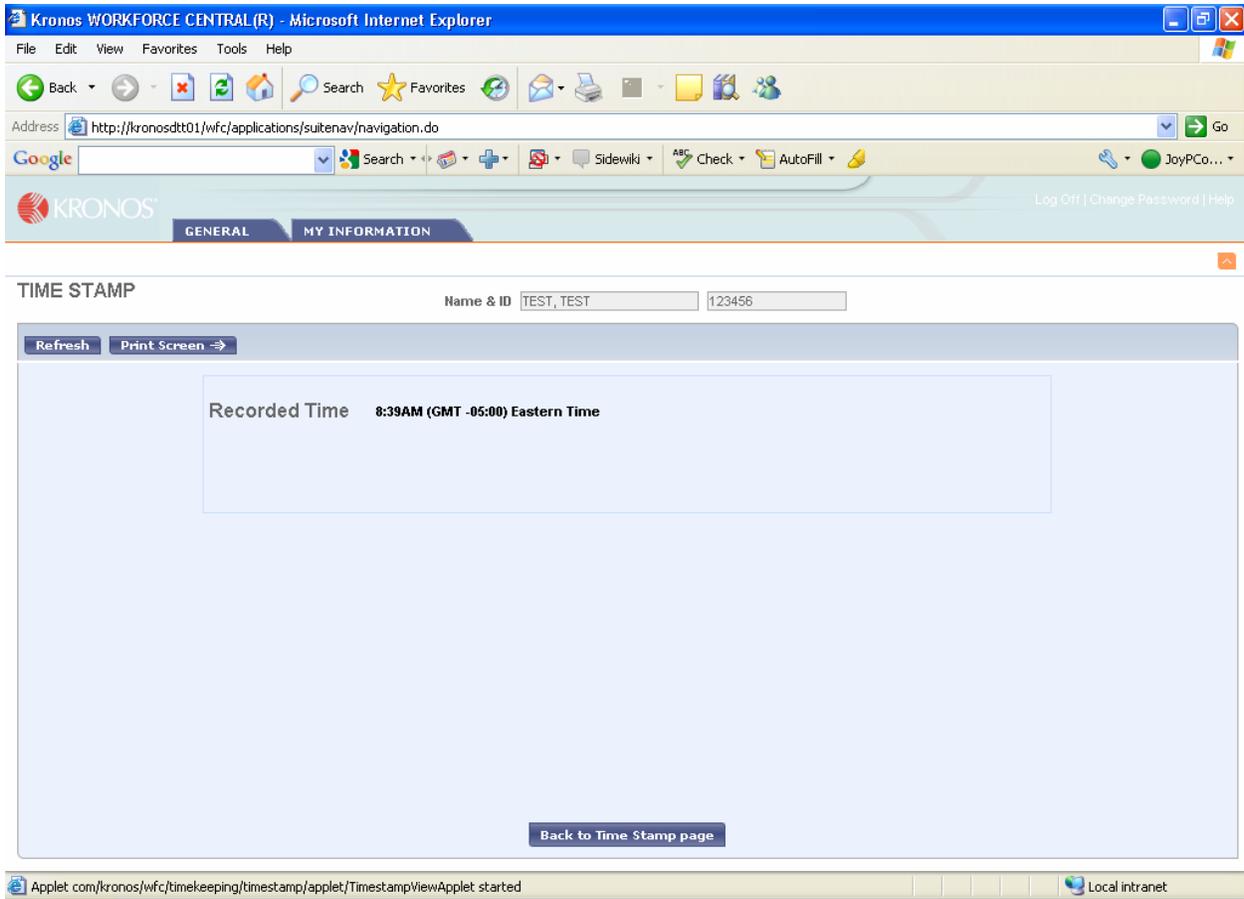
You will see a confirmation message "Your password has been successfully changed". Please make note of your password and keep it in a safe place. If you have multiple failed attempts to log in, you will be locked out of KRONOS and you will need to call the IS Help Desk (x8740) to reset your password.

Clocking In and Out



To clock in or out, click Record Time Stamp.

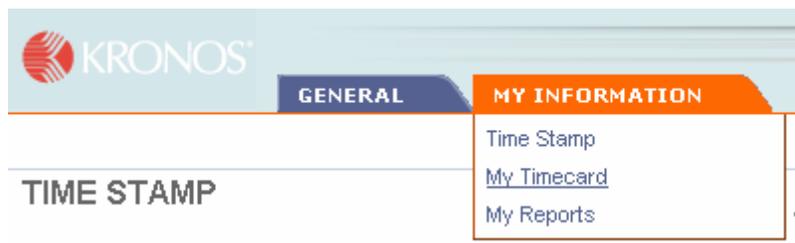
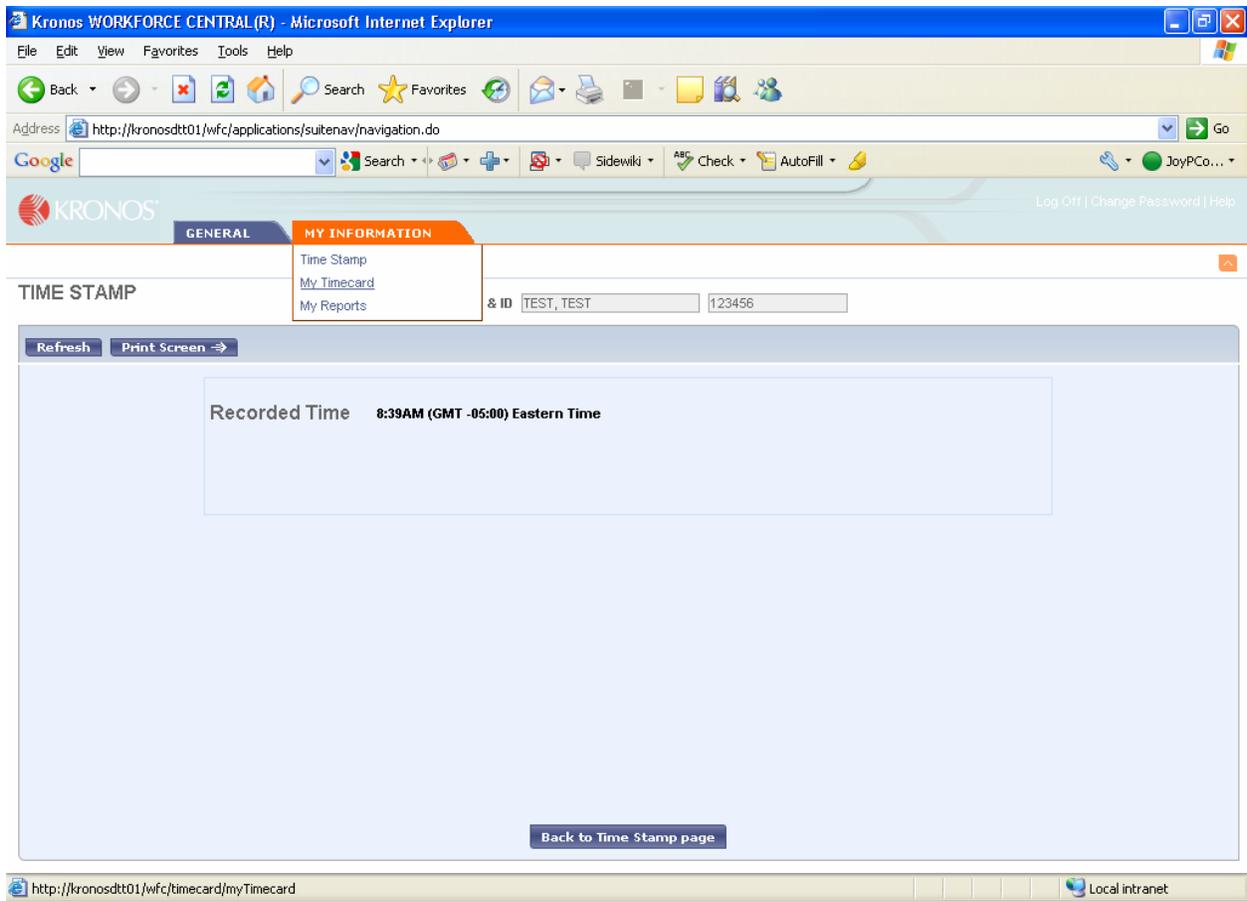
Note: If you would like to remain in Kronos and perform other actions, you must uncheck the “log off after stamping” box.



If you unchecked the “log off after stamping” box, you will receive a time stamp confirmation. If you left the box checked, you will not receive a confirmation and will be logged off automatically.

NOTE: The time recorded is from the KRONOS server. It does NOT come from the individual computers.





To view your timecard, click the My Information tab and click on My Timecard.

Change The Time Period View

The Time Period indicator allows you to access your current or historical timecard information. The default time period is set to Current Pay Period, however you can change it by clicking the drop-down menu.

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. The browser address bar shows the URL: `http://kronosdt01/wfc/applications/suitenav/navigation.do`. The page title is "MY TIMECARD".

At the top, there are navigation tabs for "GENERAL" and "MY INFORMATION". Below this, the "MY TIMECARD" section is displayed. It includes a "Name & ID" field with "TEST, TEST" and "123456", and a "Time Period" dropdown menu. The dropdown menu is open, showing options: "Current Pay Period", "Previous Pay Period", "Next Pay Period", "Today", "Yesterday", "Week to Date", "Last Week", "3/18/2010, Specific Date", and "3/18/2010 - 3/18/2010, Range of Dates".

The main table displays timecard data for the user "TEST, TEST" (ID: 123456). The table has columns for Date, Pay Code, Amount, In, Out, Shift, Daily, and Cumulative. The data shows a schedule from Sun 3/07 to Wed 3/17, with a total of 64:00 hours.

Date	Pay Code	Amount	In	Out	Shift	Daily	Cumulative
Sun 3/07							
Mon 3/08			8:00AM		8:00	8:00	8:00
Tue 3/09			8:00AM		8:00	8:00	16:00
Wed 3/10			8:00AM		8:00	8:00	24:00
Thu 3/11			8:00AM		8:00	8:00	32:00
Fri 3/12			8:00AM		8:00	8:00	40:00
Sat 3/13							40:00
Sun 3/14							40:00
Mon 3/15			8:00AM	5:00PM	8:00	8:00	48:00
Tue 3/16			8:00AM	5:00PM	8:00	8:00	56:00
Wed 3/17			8:00AM	5:00PM	8:00	8:00	64:00

Below the main table, there are tabs for "TOTALS & SCHEDULE", "ACCRUALS", and "AUDITS". The "TOTALS & SCHEDULE" tab is active, showing a summary table with columns for Date, Start Time, End Time, Pay Code, and Amount.

Date	Start Time	End Time	Pay Code	Amount
Sun 3/07				
Mon 3/08	8:00AM	5:00PM		
Tue 3/09	8:00AM	5:00PM		
Wed 3/10	8:00AM	5:00PM		
Thu 3/11	8:00AM	5:00PM		

At the bottom of the page, there is a status bar showing "Applet com/kronos/wfc/timekeeping/timesheet/applet/TimesheetViewApplet started" and "Local intranet".

Timecard Features

MY TIMECARD
Loaded: 8:45AM

Name & ID: TEST, TEST 123456
Time Period: Current Pay Period

Date	Pay Code	Amount	In	Out	Shift	Daily	Cumulative
Sun 3/07							
Mon 3/08			8:00AM	5:00PM	8:00	8:00	16:00
Tue 3/09			8:00AM	5:00PM	8:00	8:00	32:00
Wed 3/10			8:00AM	5:00PM	8:00	8:00	40:00
Thu 3/11			8:00AM	5:00PM	8:00	8:00	48:00
Fri 3/12			8:00AM	5:00PM	8:00	8:00	56:00
Sat 3/13							64:00
Sun 3/14							
Mon 3/15			8:00AM	5:00PM	8:00	8:00	
Tue 3/16			8:00AM	5:00PM	8:00	8:00	
Wed 3/17			8:00AM	5:00PM	8:00	8:00	

TOTALS & SCHEDULE

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
0/055/0/0/0810AD/0/0	Non-Worked Hours	16:00	Sun 3/07				
0/055/0/0/0810AD/0/0	Annual Leave	16:00	Mon 3/08	8:00AM	5:00PM		
0/055/0/0/0810AD/0/0	Total Hours	80:00	Tue 3/09	8:00AM	5:00PM		
			Wed 3/10	8:00AM	5:00PM		
			Thu 3/11	8:00AM	5:00PM		

- Save: Saves the timecard.
The most common editing error is to NOT save transactions.
- Actions: Refresh: Refreshes the timecard to the last saved data.
- Approve: Applies the employee approval to the timecard

Only one entry per line is allowed for each day; however there is no limit to the number of lines that can be used per day. If an employee works a partial day and needs to enter leave for the remainder of the day, click the  symbol to the left of the date that you need to add time to. This arrow will insert another line.

If you wish to delete an entry, you can click on it and press Delete or Backspace or you can click the  symbol to the left of the date to delete an entire row.

Making Pay Code Entries (ex. Leave and Specialty codes)

***MY TIMECARD**
Loaded: 9:00AM

Name & ID: TEST, TEST 123456
Time Period: Current Pay Period

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cumulative
Wed 3/10			8:00AM	5:00PM			8:00	8:00	24:00
Thu 3/11			8:00AM	5:00PM			8:00	8:00	32:00
Fri 3/12			8:00AM	5:00PM			8:00	8:00	40:00
Sat 3/13									40:00
Sun 3/14									40:00
Mon 3/15			8:00AM	5:00PM			8:00	8:00	48:00
Tue 3/16			8:00AM	5:00PM			8:00	8:00	56:00
Wed 3/17			8:00AM	5:00PM			8:00	8:00	64:00
Thu 3/18	Annual Leave	8:00							64:00
Fri 3/19	Annual Leave								64:00
Sat 3/20									64:00

Account	Pay Code	Amount
0/055/0/0/0810AD/0/0	Total Hours	64:00
0/055/0/0/0810AD/0/0	Regular	64:00

Thu 3/18	Annual Leave	8:00
Fri 3/19	Annual Leave	

- Click the drop-down arrow in the Pay Code cell next to the date you wish to enter leave. Choose the appropriate leave you wish to use.
- Click the Amount cell and enter the amount of hours you are using in 15 minute increments.

NOTE: The system will not allow you enter hours more than your accrued balance.

Viewing Totals Summary

The Totals Summary is displayed at the bottom of the the timecard.

MY TIMECARD
Last Saved: 9:02AM

Name & ID: TEST, TEST | 123456
Time Period: Current Pay Period

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cumulative
Wed 3/10			8:00AM	5:00PM			8:00	8:00	24:00
Thu 3/11			8:00AM	5:00PM			8:00	8:00	32:00
Fri 3/12			8:00AM	5:00PM			8:00	8:00	40:00
Sat 3/13									40:00
Sun 3/14									40:00
Mon 3/15			8:00AM	5:00PM			8:00	8:00	48:00
Tue 3/16			8:00AM	5:00PM			8:00	8:00	56:00
Wed 3/17			8:00AM	5:00PM			8:00	8:00	64:00

TOTALS & SCHEDULE

Account	Pay Code	Amount
0/055/0/0/0810AD/0/0	Non-Worked Hours	16:00
0/055/0/0/0810AD/0/0	Annual Leave	16:00
0/055/0/0/0810AD/0/0	Total Hours	80:00
0/055/0/0/0810AD/0/0	Regular	64:00

This section of the timecard shows the totals broken down by category for the time period selected.

Account	Pay Code	Amount
0/055/0/0/0810AD/0/0	Non-Worked Hours	16:00
0/055/0/0/0810AD/0/0	Annual Leave	16:00
0/055/0/0/0810AD/0/0	Total Hours	80:00
0/055/0/0/0810AD/0/0	Regular	64:00

Logging Off

The screenshot shows the Kronos WORKFORCE CENTRAL interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://kronosdt01/wfc/applications/suitenav/navigation.do>. The page title is "MY TIMECARD".

At the top right of the page, there are links for "Log Off | Change Password | Help".

The main content area displays the user's timecard for "TEST, TEST" (ID: 123456). The "Time Period" is set to "Current Pay Period". The timecard table shows the following data:

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cumulative
Sun 3/07									
Mon 3/08			8:00AM	5:00PM			8:00	8:00	8:00
Tue 3/09			8:00AM	5:00PM			8:00	8:00	16:00
Wed 3/10			8:00AM	5:00PM			8:00	8:00	24:00
Thu 3/11			8:00AM	5:00PM			8:00	8:00	32:00
Fri 3/12			8:00AM	5:00PM			8:00	8:00	40:00
Sat 3/13									40:00
Sun 3/14									40:00
Mon 3/15			8:00AM	5:00PM			8:00	8:00	48:00
Tue 3/16			8:00AM	5:00PM			8:00	8:00	56:00
Wed 3/17			8:00AM	5:00PM			8:00	8:00	64:00
Thu 3/18	Annual Leave	8:00					8:00		72:00

Below the timecard, there are sections for "TOTALS & SCHEDULE" and "AUDITS". The "AUDITS" section shows a list of transactions:

Date	Start Time	End Time	Pay Code	Amount
Sun 3/07				
Mon 3/08	8:00AM	5:00PM		
Tue 3/09	8:00AM	5:00PM		
Wed 3/10	8:00AM	5:00PM		
Thu 3/11	8:00AM	5:00PM		

At the bottom of the page, there is a status bar with the text "Applet com/kronos/wfc/timekeeping/timesheet/applet/TimesheetViewApplet started" and "Local intranet".

Log Off | Change Password | Help

Log off by clicking the Log Off link in the upper right corner of the window.