

## Kronos User Instructions

Log in

Click on timesheet

New timesheet

Choose either previous or current pay period

Click specific employee

Type either last name or student number

When student desired is highlighted, click next and then finish

### **In timesheet:**

- House icon: will show employee information (home department, home wage, work study/non-work study, pay periods, etc.)
- Audit Trail tab: see what changes were made and by what user number
- People icon: change employee
- Large grid icon: change column layout
- +, -, Δ icon: add, remove or edit punch (can also be done by a right click)
- Edit: undo edits since last save

### **To add a punch:**

- For missed punch (?): click on ? and enter time
- For time on unscheduled day: click on in time, enter time, tab over to out time, enter time. If needed, change department by double clicking on department and scroll to correct department and click on it.
- For time on scheduled day: click on desired day, right click and choose add punch (never choose add hours ☒ this way will add to overall hours but will not show on timesheet). Choose correct labor account (department) if necessary, enter time and click finish. This will create an in punch only, then you will need to enter the out punch.

### **To delete a punch:**

- Click on time and hit delete on both in time and out time.

**Notes:**

- To change a punch type, click on punch, right click and click override punch interpretation.
- In timesheet, if on a particular day, there is two times listed and the second time has an **A** next to it and in the out time there is a **?** then click on department that has the **A** next to it and hit delete.
- If an **\*I** appears in the Ex column this is indicating that the student worked for more than six hours without taking a break. According to state law, employees are not to work more than six hours without taking an unpaid half hour break.
- To view wage for secondary jobs:
- In timekeeper, click edit, click edit/remove employees, type last name or student number, when student desired is highlighted, click on expanded wages tab. To exit, either ok, cancel or **X** in upper right corner.

**To view hours summary:**

- In timekeeper, enter alt, R, A, H (or click on reports, click time and attendance, click hours summary)
- Choose pay period
- Click custom group
- Click on department (shift or control for multiple accounts), click next
- Options, click include account transfers and show employees, click next
- Destination, click finish
- To print, click printer icon

**To view punch detail report:**

- In timekeeper, enter alt, R, A, D (or click on reports, click time and attendance, click punch detail)
- Choose pay period
- Click custom group
- Click department (shift or control for multiple accounts), click next
- Click on include accrual balances and include account transfers, click next
- Destination, click finish
- To print, click printer icon