Kronos Log In

KRONOS®

Yeshiva University Version 8.0.11

Production Environment

User Name

Password

Enter the same Username and Password you currently use for Kronos.

KRONOS

EXEMPT TEST
Sign Out

You will see a total of your employee exceptions and can click on the symbol for details. Exceptions are any activity outside the regular schedule, ie. missing time entry.

🏠 Manage My Department

Genies

Pay Period Close v8 ▾

Loaded 11:00AM | Current Pay Period ▾ | All Home and Transferred ... ▾ | Edit

Select All Rows | Column Selection | Filter | People | Timekeeping

Refresh | Share | Go To

To see an employee's timecard, highlight the employee in the list and double click on the row.

TYPE ▲ ▾	EMPLOYEE NAME	BANNE...	TRANS...		AG...	SIGNED ...	TOTAL A...	REG...
Bi-weekly	TEST, TIMESTAMP	KRONTE...						
Bi-weekly	TEST, HOURLY	KRONTE...	NON EX ...	TEST, EX...			7.5	
Bi-weekly	TEST, NON EXEMPT	123456...	NON EX ...	TEST, EX...			240.25	2
Bi-weekly	TEST 5, 5	555555...	NON EX ...	TEST, EX...				
Bi-weekly	TEST 1199, TEST	987654...	FS-1-45...	TEST, EX...				
Bi-weekl...	TEST, STUDENT	T999999	NON EX ...	TEST, EX...				
Semi-m...	TEST, APPROVER	1234	EXEMPT...	TEST, EX...				

👤 1 Selected
Current Pay Period
▾ Go to widget
Audits
People Editor
Rule Analysis
Exceptions
Timecards
Schedules
Reports
▸ Go to workspace

Genies

Timecard Approval

Schedules

Reports

Change My Password

Help

Exceptions

Timecards

You can also see an employee's timecard by highlighting the employee, then clicking on the GoTo button on the top right of the workspace and clicking on Timecards.

Time Review

KRONOS

Workspaces

Manage My Department | Timecards

Timecards

TEST 1199, TEST | 1 of 1 | 987654123 | ...ent Pay Period | 1 Employee(s) Selected

Approve Timecard | Print Timecard | Refresh | Calculate Totals | Save | Go To

> This is an hourly nonexempt timecard. The schedule is on the right side. If an employee has *"In"* and *"Out"* times but no schedule for that date, the red exclamation point appears in the row.

		Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
+	✕	Sat 2/04									
+	✕	Sun 2/05									
+	✕	Mon 2/06			9:00AM		5:30PM	8.0	8.0	8.0	
+	✕	Tue 2/07			9:00AM		5:31PM	8.0	8.0	16.0	
+	✕	Wed 2/08			9:00AM		6:00PM	8.5	8.5	24.5	
+	✕	Thu 2/09	10-Other Misc	7.5					7.5	32.0	
+	✕	Fri 2/10			9:00AM		2:30PM	5.0	5.0	37.0	
+	✕	Sat 2/11								37.0	
+	✕	Sun 2/12								37.0	
+	✕	Mon 2/13			9:00AM		5:30PM	8.0	8.0	45.0	
+	✕	Tue 2/14			9:00AM		5:30PM	8.0	8.0	53.0	9:00AM-5:30PM
+	✕	Wed 2/15			9:00AM		5:30PM	8.0	8.0	61.0	9:00AM-5:30PM
+	✕	Thu 2/16			9:00AM		5:30PM	8.0	8.0	69.0	9:00AM-5:30PM
+	✕	Fri 2/17	VACATION	5.0					5.0	74.0	
											9:00AM-2:30PM

Totals | Accruals

All | All

> To view pay code totals, click on this icon which will bring up the totals tab.

Location	Job	Account	Pay Code	Amount	Wages
		TEST/TEST-00/-/TEST/-/-/-	10-Other Misc	7.5	$0.00
		TEST/TEST-00/-/TEST/-/-/-	REGULAR	61.5	$0.00
		TEST/TEST-00/-/TEST/-/-/-	Total Hours	74.0	$0.00
		TEST/TEST-00/-/TEST/-/-/-	Total Non OT Hours	74.0	$0.00
			VACATION	5.0	$0.00

Timecard Changes

Please remember that a timecard is a legal document and if a manager makes any kind of change to what an employee has entered, a comment must explain the change.

Right click in the field that has the punch or hours that you want to comment on.

Pay Code Actions

Date:	2/09/2017
Pay Code:	10-Other Misc
Amount:	7.5
Last Edit Date:	2/16/2017
Edit Made By:	TEST, EXEMPT

Edit   Comments   Justify Exception

Click on the text balloon above the word Comments.

	Account	Pay Code	Amount	Wages
	TEST/TEST-00/-/TEST/-/-/-	10-Other Misc	7.5	$0.00
	TEST/TEST-00/-/TEST/-/-/-	REGULAR	61.5	$0.00
	TEST/TEST-00/-/TEST/-/-/-	Total Hours	74.0	$0.00
	TEST/TEST-00/-/TEST/-/-/-	Total Non OT Hours	74.0	$0.00
	TEST/TEST-00/-/TEST/-/-/-	VACATION	5.0	$0.00

Timecard Approvals

KRONOS EXEMPT TEST Sign Out

Manage My Department   **Timecards**

Timecards

TEST 1199, TEST   1 of 1   987654123

After you have reviewed an employee's timecard you can APPROVE TIMECARD using the icon on the upper left.

Loaded: 11:11 AM   Current Pay Period   1 Employee(s) Selected

✓ Approve Timecard

Print Timecard   Refresh   Calculate Totals   Save   Go To

		Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
+	✕	Sat 2/04									
+	✕	Sun 2/05									
+	✕	Mon 2/06			9:00AM		5:30PM				
+	✕	Tue 2/07			9:00AM		5:31PM				
+	✕	Wed 2/08			9:00AM		6:00PM				
+	✕	Thu 2/09	10-Other Misc	7.5							
+	✕	Fri 2/10			9:00AM		2:30PM	5.0	5.0	37.0	
+	✕	Sat 2/11								37.0	
+	✕	Sun 2/12								37.0	
+	✕	Mon 2/13			9:00AM		5:30PM	8.0	8.0	45.0	
+	✕	Tue 2/14			9:00AM		5:30PM	8.0	8.0	53.0	9:00AM-5:30PM
+	✕	Wed 2/15			9:00AM		5:30PM	8.0	8.0	61.0	9:00AM-5:30PM
+	✕	Thu 2/16			9:00AM		5:30PM	8.0	8.0	69.0	9:00AM-5:30PM

Once the timecard is APPROVED the background color will change to yellow.

Totals   **Accruals**

All   All

Location	Job	Account	Pay Code	Amount	Wages
		TEST/TEST-00/-/TEST/-/-/-	10-Other Misc	7.5	$0.00
		TEST/TEST-00/-/TEST/-/-/-	REGULAR	61.5	$0.00
		TEST/TEST-00/-/TEST/-/-/-	Total Hours	74.0	$0.00
		TEST/TEST-00/-/TEST/-/-/-	Total Non OT Hours	74.0	$0.00
		TEST/TEST-00/-/TEST/-/-/-	VACATION	5.0	$0.00

You can check to see what timecards are approved by looking in the Manager Approval column. There should be a 1 in the column denoting an approved status. Employees who have more than one manager will have 2 or more approvals noted in this column.

You as the Manager can review and approve **your own timecard** by clicking on the [+] button and then going to My Information:

Reporting

To run a report, select all rows, then click the GoTo icon on the upper right and select Reports in the dropdown menu.

You can run reports the following reports:
Absent Employees - employees who have not entered time for a scheduled day, particularly useful on staff who use time clocks.
Timecard Audit Trail - shows when each entry was made to a timecard and by whom. If an entry was made from a pc, it will also show the IP address of that computer.
Time Detail - used to show hours recorded for a particular period of time for either a single employee or a group of employees.