Kronos Log In

Enter the same Username and Password you currently use for Kronos.
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, i.e. missing time entry.

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

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

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.

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

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

Click on the text balloon above the word Comments.

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.
Click on drop down menu and select appropriate comment then click down in Note box and add detail to

Click Okay.
A text balloon will appear to indicate a comment has been entered. You may hover over to see the details.

Click Save.
Timecard Approvals

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

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