Pacific University’s new system and process for submitting time cards electronically. This is a change for **Staff Only** at this time. Students will begin using Kronos in mid-to-late August.

### Benefits
- No more paper timesheet and paper archives
- Eliminate need to fax, email, or hand-deliver time cards
- Provide up-to-date information about leave balances
- Access to your own information
- Drive consistent HR and Payroll policies
- Quick access to historical time card data

### Important Information
- Hourly employees must record hours on a daily basis
- Supervisors should log in daily to keep employee time card records accurate
- “Biometric Scanner” machines will be available to some hourly employees to “punch” in and out using a fingerprint scan similar to using a punch card system
- Student Employees will NOT use Kronos until August.
- Exempt employees need only to record vacation, sick time, and floating holidays

### Timeline
- **June 15-16**
  - Selected Supervisor Training
  - Led by Kronos Rep
  - 4 hour training course

- **June 21, All Staff Kronos Announcement**
  - June 21-July 22
    - Trained Supervisors Train their Peers
    - User Guides available

- **June 28-July 22**
  - End User Training by invitation
  - HR Led training in computer labs

- **July 24th/25th, All Staff, Go Live**
  - First Kronos bi-weekly pay period begins
  - NO MORE PAPER TIME CARDS for staff!!!
  - Supervisors Approve timecards!

- **July 25-27**
  - HR led drop-in training for all Staff Users: 10 a.m. – 1 p.m.
  - Marsh LL 15 (computer lab)

### Ongoing Communications
- End User Training by invitation
- HR Led training in computer labs

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**Kronos, The New Electronic Time Card System**

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**What is it?**

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Pacific University’s new system and process for submitting time cards electronically. This is a change for **Staff Only** at this time. Students will begin using Kronos in mid-to-late August.
Please refer to the table below on what you need to do differently and the changes you need to know about. Note that this system is available to Staff only. Students will begin using Kronos in early August.

### Required Actions...
- Hourly employees should always “punch in” and “punch out” daily using the Kronos time stamp
- Log in using your PUNet ID as your user name and “kronos” as your temporary password
- Electronic time cards must be approved by supervisors NO LATER THAN 10am the Monday following every 2-week pay period.
- Supervisors review E time cards daily

### No Longer...
- Submit ANY paper time cards
- Walk, email, or fax time cards to HR
- Use any paper time cards for staff
- For salaried staff, no longer mark the days you are at work—for salaried employees, Kronos will only be used to record time off

### Continue To...
- Use the bi-weekly hourly employee timecard schedule
- Conduct business as usual. Kronos simply eliminates paper from the time card process.

### Information You Should Know

**All staff will begin using Kronos on July 25th. Salaried staff will include time off taken between July 1-24. Training and other support can be found as noted below.**

On July 25th, you will receive a reminder email including username and password information as well as the URL to access Kronos.

All training and documentation can be found on Pacific’s Staff website: [http://www.pacificu.edu/about-us/offices/human-resources/payroll/electronic-timecards](http://www.pacificu.edu/about-us/offices/human-resources/payroll/electronic-timecards)

1. If you’ve forgotten your PUNet ID, contact the Technology Helpdesk at 503-352-1500
2. For support or to report defects, please email Kris Kosik at: kris.kosik@pacificu.edu
3. For additional support, drop by Marsh LL 15 between 10 a.m. and 1 p.m. July 25-27.