HOW TO USE THIS JOB AID

This job aid is designed to be an easy reference for the most common tasks you need to perform in Kronos.

- Print this job aid and keep it near your computer.
- It’s a great quick reference to walk you through the basics of Kronos.

NEED MORE DETAILS?

Refer to Kronos “Workforce Timekeeper User Guide” and “Workforce Timekeeper Practice Exercises” located here.

Or type the following into your browser:
http://www.pacificu.edu/about-us/offices/human-resources/payroll/electronic-timecards
TIME CARDS WITH KRONOS

Key Changes

WEB BASED TIME CARD SYSTEM DESIGNED TO HELP STREAMLINE PAYROLL & ELIMINATE PAPER

- Hourly employees will use a mobile and/or computer based “Time Stamp” function to punch in and out of work.
- Salaried employees will need only to record their requested time off

Key Changes for All Staff?

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 employee 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 11th. Salaried staff will include time off taken between July 1-10. Training and other support can be found as noted below.

On July 11th, 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

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 the HR office the week of July 11th and ask your question!

Timeline

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

June 21, All Staff Kronos Announcement
June 21-July 8
- Trained Supervisors Train their Peers
- User Guides available

June 28-July 7
- End User Training by invitation
- HR Led training in computer labs

July 10/11th, All Staff, Go Live
- First Kronos bi-weekly pay period complete
- NO MORE PAPER TIME CARDS for staff!
- Supervisors Approve timecards!

July 23

June 11-July 15
- HR led drop-in training for all Staff Users
- Location TBD (computer lab)

Ongoing Communications
**KRONOS SIGN IN AND NAVIGATION**

**SIGN IN**

1. Navigate to the Kronos, Workforce Central website in your web browser. (URL distributed via email on July 11th.)
2. Enter your user name—**it’s your PUNet ID**
   - Contact the IT Help Desk if you do not know your PUNet ID
3. Enter your password—the temporary password is kronos
   - You will be prompted to change this password after your first Sign On.
4. Click the right-facing arrow or press the Enter key on the keyboard. You are brought to your default home page.

**Signing out**

1. Click Sign Out. You are brought to the Workforce Central login page.
   - Always click “Sign Out” before closing your web browser.

**QUICK TIPS**

- If you get an error message indicating you’ve been locked out of Kronos or that you do not have a user account, please contact HR.

**NAVIGATION**

- **Active Bar**
  - Displays active workspaces; click to bring a workspace into focus. (My Information is the only one in this example.)

- **Name / Sign Out**
  - Identifies user and a link to log out of navigator. Your photo may also appear here.

- **Time Period**
  - Some widgets allow you to choose a Time Period to work with. To change the time period, click the current one, select a new one, and click Apply.

- **Related Items Pane**
  - The Related Items pane contains additional, less commonly used widgets. Click the arrow in the upper right corner to open or close the pane. Widgets already in an open workspace appear grayed out in the widget list.

- **Workspace**
  - A work area made up of one or more views and the Related Items pane.

- **Views and Widgets**
  - A workspace can have one or more pre-sized views. Views are holding areas for widgets, which are the task-oriented tools you use to review data and perform actions. In this example, there are two views, and each one currently holds a widget. When you need to work with a different widget, you can swap it into either view, replacing the current occupant.

- **Navigator layouts vary**
  - Navigators are customized and reflect those items needed for a job role. Specific widgets that are available in your navigator are determined by your access and which applications are in use.
LOG HOURS

For hourly employees, recording your hours is EASY!
- Simply “clock in” using the Time Stamp widget in Kronos via Internet or Mobile App.
- You must clock in at the beginning and at the end of EVERY work period.
- In lieu of clocking in using web or mobile applications, you may have access to an “InTouch” biometric scanner clock. Contact your manager if you need to set up access to an “InTouch” biometric clock.

Punching in – primary widget
1. Log in to Kronos using your credentials.
2. Access the My Timestamp widget.
3. Note the Last Timestamp information.
4. Click Record Timestamp.
5. Note the recorded time. The next time you access this widget (or refresh the page), this information will be displayed as the last timestamp.

Note
Your first punch of the day is assumed to be an in punch, while the second punch is assumed to be an out punch. Multiple punches are interpreted as alternating in and out punches. If you click Record Timestamp a third time, that will be interpreted as another in punch, and so on.

Note
- The application acknowledges a timestamp by displaying a system-generated recorded time confirmation.

QUICK TIPS
- Clocking in and out is even EASIER using the MOBILE APPLICATION! See the mobile instructions on pages 9-10
- Only click the “Record Timestamp” button once when clocking in or out. Multiple punches are interpreted as clocking in then out again.
- The “Record Timestamp” button may appear in multiple places in Kronos. You can use any of these buttons to clock in.

Notes for salaried employees:
- You will only use Kronos to request and record your time off such as vacation, sick leave, floating holidays, and any other unexpected absence.
- See the section titled “Request Time Off” for more detail.
REQUEST TIME OFF

Request time off in the My Calendar widget.

Accessing the My Calendar widget

1. Log in using your credentials.
2. If the My Calendar widget is not in your default workspace, navigate to the Related Items pane.
3. If necessary, open the Related Items pane.
4. Click My Calendar.

Viewing the My Calendar widget

A. Request Time Off: Click to fill out and submit a time-off request.
B. Time Off Request: Click to view time-off request details and to request status. Click Retract to retract the time-off request.
C. In the by day and by week views, the colored line indicates today’s date and the current time.
   In the by month view, the current date is highlighted.
D. Visibility filter: Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

Requesting time off

1. Select a date within the calendar.
2. Click Request Time Off.
3. In the Request Time Off window, select or enter information for the available fields.
4. Enter any additional details about the request in the Notes field.
5. Click Submit to send the request to your manager.
6. Optionally, click Draft to save the request as a draft and come back to it later.

Retracting (or remove) a time-off request

1. In My Calendar, click the link for the time-off request. (The link is a right-facing arrow that appears when you hover over the request.)
2. From the menu, click Retract.
3. In the Retract Time-Off Request dialog box, click Submit.
APPROVE EMPLOYEE TIME CARDS

All Supervisors must approve their employees’ time cards at the end of every pay period.

- For hourly (non-exempt) employees, bi-weekly timecards must be completely approved no later than the Monday at 10am following the previous two week pay period.
- This means that the supervisor has validated and approved the employee’s time card
- If the time card is not approved on time, HR will not have sufficient time to process payroll.
- For salaried (exempt) employees, timecards will be approved by supervisors monthly.

Timecards must be approved in a timely fashion to ensure timely payroll processing. Managers and supervisors are responsible for timely submission/approval.

Approving Employee Timecards
You need to validate that all employee timecards are ready for payroll processing no later than 10am on the Monday following the 2 week pay period for hourly employees. After you, the supervisor, validate your employees’ time cards (ensuring there are no missed punches and no unexcused absences), you must apply your approval. Only after you’ve applied your approval will Payroll be able to process payroll.

Quick Tips
- Correct any missed punches or unapproved absences prior to approving time cards!
- Review and correct time cards daily to make the approval process faster and easier!

Approving timecards – Using the Timecard widget

1. Log in using your credentials.
2. Access the Timecard widget.
3. In the Time Period field, select Previous Pay Period.
4. Click the Approve Timecard button.
5. Select Approve Timecard from the drop-down.
   - Verify that your timecard is approved by reviewing the “Timecard Approved…” notification.
   - Note that the background of the timecard will now be colored yellow.

Approve Timecard
Approving timecards – Using the Timecard Approval Wizard

Another way to approve time cards is using the Approval Wizard. This tool is useful because it guides you through a step-by-step method to approving ALL your employees’ time cards at once rather than approving them individually in each employee’s timecard.

1. Access the Timecard Approval wizard.
2. Confirm or modify the values in the Time Period and HyperFind field. If you make any changes, click Save.
3. Click Next.
4. Review the Exceptions widget for any exceptions that have not been addressed. Correct the exceptions as necessary. Click Next.
5. Select one or more employees whose timecards you want to approve. Hint: If you are not viewing the applicable Genie, select the applicable Genie from the drop-down list.
6. Select Approval > Approve Timecard.
7. Click Yes on the pop-up message. Then click Next.
8. Review the results of your time approvals. To start a new timecard approval, click Clear.
9. Click OK on the pop-up message.
SMARTPHONE GUIDE

All basic functionality of Kronos can be access via the mobile application. This can be an easy way to punch in and out as hourly employees begin and end their work period. Additionally, the application can be used to view your calendar and request time off.

We recommend that supervisors use the web based portal from your computer to view and approve employees’ time cards.

Home Screen Overview

Logging On
When you start the Kronos Mobile app, your device connects to your organization’s Workforce Central server. You can then log on using your existing Workforce Central credentials.

Alerts
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

Tasks
Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.

Offline Mode
If you cannot connect to your server, tap here to enter Offline mode. Any edits you make will upload the next time you are online.

Context
Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

Punch In or Out

1. On the home screen, tap the Punch icon.

2. To enter the punch, tap Punch!

QUICK TIPS

• GET THE APP! Anyone can download and try out the Kronos Mobile app – check your device’s app store to get it—search for “Kronos”.

• After initially opening the app, you will be prompted to add a server URL. Type this server URL in: https://pacificu.kronos.net/wfc.

• The Kronos app is supported on iPhones, Androids, and Blackberries.
Submit a Time Off Request

1. On the home screen, select Requests.

2. Tap the + icon to add a new request.

3. Select a Time Off type.

4. Select the Start Date and End Date of your time off, and the type of hours (Paycode) you want to use. To finalize the request, tap Submit.

Check Your Accruals Balances
Before submitting a new Time Off Request, it's a good idea to tap Accruals on the home screen to review your balances.

Tap Balance as of to see the hours you will have on any given date.

Prior Requests
To view the details of a previously-submitted request, simply select it from the list of requests. The details screen also gives you the option to completely retract the request you are viewing.