

# Kronos User Guide

## Biweekly Employees

### What is Kronos?

- Kronos timekeeper is a web-based time and attendance system that helps ensure accurate recording of your time worked.
- After reading the following information, you will be able to log in to the system; enter time worked; enter absences; transfer from one job to another; review your time card; and approve your time card.

### Terms that we will be using

- Edits - any changes made to your time
- My Timecard - a view of your time worked for a two-week pay period
- Transfer - moving from one job to another

### Logging in to Kronos

- Open web browser.
- Go to <https://mytime.pepperdine.edu>
- Enter your network ID.
- Enter your network password.

### Logging out of Kronos

- Select **Log Off** from the options on the left side of any Kronos screen.

### Clocking in and out

#### Step 1

- Log in to Kronos
- Select **My Information**
- Click on **My Timecard**, your timecard view will appear.

The screenshot shows the 'My Timecard' interface. At the top, there are input fields for 'Name & ID:' with 'Payroll, Patti' and '99999999', and a 'Time Period:' dropdown menu set to 'Current Pay Period'. Below these are tabs for 'Save', 'Actions', 'Punch', 'Amount', 'Accruals', 'Comment', 'Approvals', and 'Reports'. The main area is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, and Transfe. The first row shows 'Thu 3/31' in the Date column, with '7:59' in the In column.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfe
Thu 3/31			7:59				

- Click in the **In** column of the date you worked.

- Enter the time you started working your shift. Mark the time a.m. or p.m.
  - Click the **Save** button.
- Note:** If you work more than one job on campus, click in the **Transfer** column of the date you worked; and select the job location at which you are currently working.

**Select Transfer**

Job

\* As of date: 3/13/2007 Go To:

- 11850 1/08/2007 - Forever
  - STN 1/08/2007 - Forever
    - 0719 1/08/2007 - Forever
      - ☒ 045118277 1/08/2007 - Forever

## Step 2

- **Clocking out for Lunch**
- Click in the **Out** column.
- Enter the time you stopped working to take your lunch break. Mark it a.m. or p.m.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
		Thu 3/31			7:59AM		12:00pm		

## Step 3

- **Clocking in after Lunch**
- Click in the **In** column.
- Enter the time you started working after your lunch break. Mark it a.m. or p.m.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
		Thu 3/31			7:59AM		12:00PM	1:01pm	

## Step 4


- **Clocking out**
  - Click in the **Out** column of the date you worked.
  - Enter the time you stopped working. Mark it a.m. or p.m.
  - Click the **Save** button.
- Note:** If you work more than one job on campus, you must clock out of one job before transferring to another job.

















		Thu 3/31			7:59AM		12:00PM	1:01PM	5:02 pm
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## Entering absences

- Log in to Kronos.
- Select **My Information**
- Click on **My Timecard**, your timecard view will appear.
- Click in the **Pay Code** column for the date you were absent, and select the

appropriate leave time.

- Click in the **Amount** column for the date you were absent, and enter the time missed. Note: if you work on the date of your absents, you will need to add a new line for the same date by clicking on the arrow  next to the date of the absent.

		Mon 4/04	Vacation	▼	8.0
		Tue 4/05	Sick	▲	
		Wed 4/06	Sick Child		
		Thu 4/07	Sick Fami		
		Fri 4/08	Sick wo P		
		Sat 4/09	Subpoena		
		Sun 4/10	Unpaid Le		
			Vacation		

- Click the **Save** button

### Reviewing your timecard

- Log in to Kronos.
- My Timecard** view will appear.
- In the timecard, select the **Current Pay Period** from the **Time Period** drop-down list.

<b>Name &amp; ID:</b>	Payroll, Patti	999999999
<b>Time Period:</b>	Current Pay Period ▼	

- Review your timecard regularly to ensure that your time is recorded accurately. If you notice errors for a job, contact that job's supervisor immediately.

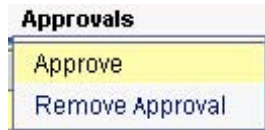
### Approving your timecard

- Log in to Kronos.
- Select **My Information**
- Click on **My Timecard**, your timecard view will appear.
- Select **Yesterday** from the **Time Period** drop-down list.

**Note:** on Mondays you will need to select **Specific Date** for the prior Friday.

<b>Payroll, Patti</b>	<b>999999999</b>
Previous Pay Period ▼	
Previous Pay Period	
Current Pay Period	
Next Pay Period	
Today	
Yesterday	
Week to Date	
Last Week	
4/26/2005, Specific Date	
4/26/2005 - 4/26/2005, Range of Dates	

- Then, from **Approvals**, select the **Approve** option.



**Note:** approvals should be done daily for the prior day.

**For more Kronos/Payroll related information**

- Go to the Payroll Website: <http://www.pepperdine.edu/finance/payroll/>
- Contact your Kronos Super Trainer
- Contact Payroll at ext. 4636