Kronos User Guide
Adjunct Faculty

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; 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 class 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

- Log in to Kronos.
- My Timecard view will appear.

Review your schedule.

If there are changes to hours worked, click in the appropriate column for the date you need to change.
Note: If you teach more than one class on campus, click in the Transfer column and select the class you are currently teaching.

Click the Save button.

Reviewing your timecard

- Log in to Kronos.
- In My Timecard, select the Current Pay Period from the Time Period drop-down list.
- Review your timecard regularly to ensure that your time is recorded accurately. If you notice errors, contact your supervisor(s) immediately.

Approving your timecard

- Log in to Kronos.
- Select Week to Date from the Time Period drop-down list.
Then from the Approvals menu, select the Approve option.

Note: timecards need to be approved by Friday each week

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