

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

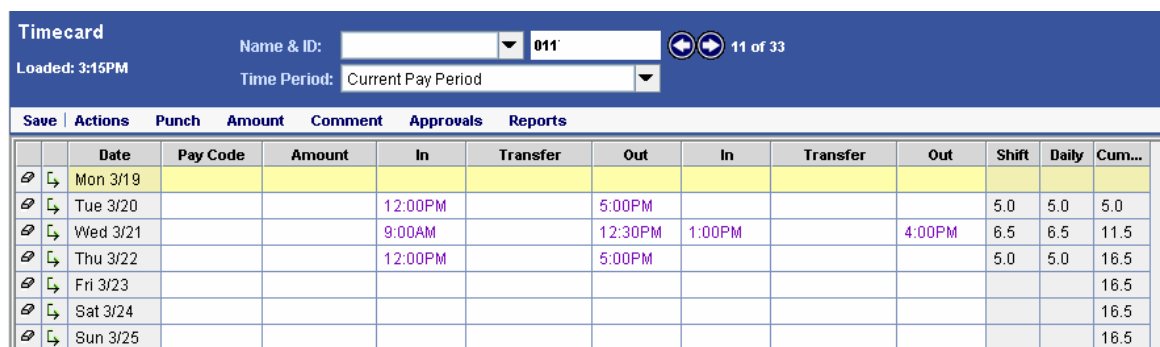
- Open web browser.
- Go to <https://mytime.pepperdine.edu>
- Enter your network ID.
- Enter your network password.

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.



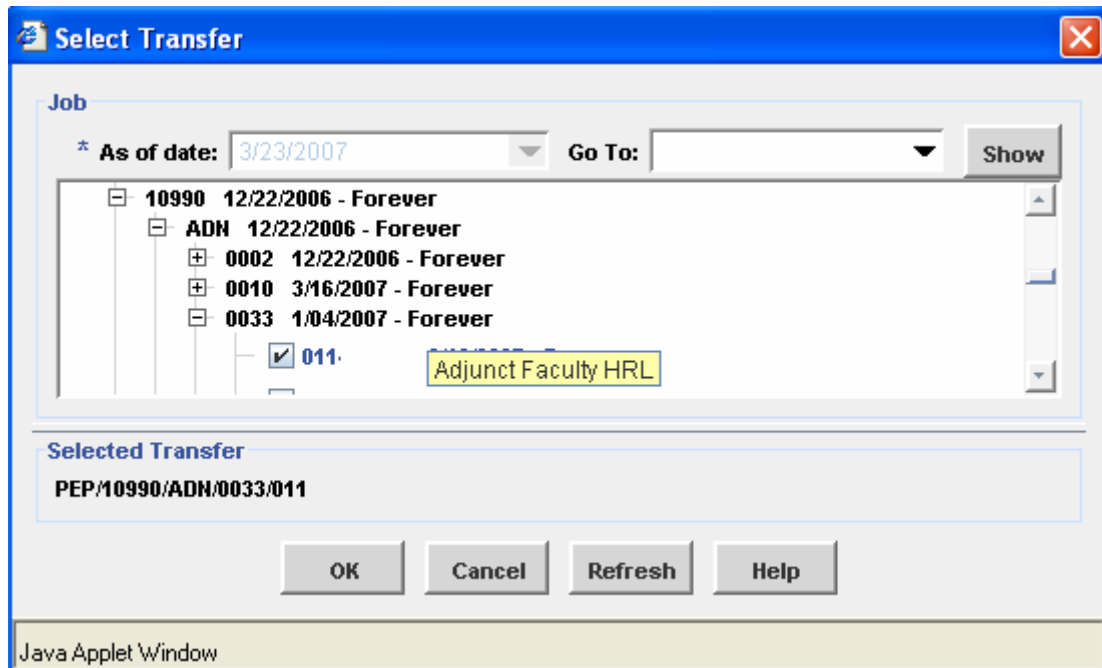
The screenshot shows the Kronos Timecard interface. At the top, there is a header bar with the title "Timecard" and a "Name & ID:" field containing "011". Below this, there is a "Loaded: 3:15PM" indicator and a "Time Period:" dropdown menu set to "Current Pay Period". A navigation bar includes "Save | Actions | Punch | Amount | Comment | Approvals | Reports". The main data is presented in a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The table shows data for dates from Monday 3/19 to Sunday 3/25.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Mon 3/19											
	Tue 3/20			12:00PM		5:00PM				5.0	5.0	5.0
	Wed 3/21			9:00AM		12:30PM	1:00PM		4:00PM	6.5	6.5	11.5
	Thu 3/22			12:00PM		5:00PM				5.0	5.0	16.5
	Fri 3/23											16.5
	Sat 3/24											16.5
	Sun 3/25											16.5

- 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.

JOHN C	11766
Current Pay Period ▼	
Previous Pay Period	
Current Pay Period	
Next Pay Period	
Today	
Yesterday	
Week to Date	
Last Week	
4/12/2005, Specific Date	
4/12/2005 - 4/12/2005, Range of Dates	

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

Approvals
Approve
Remove Approval

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