

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.

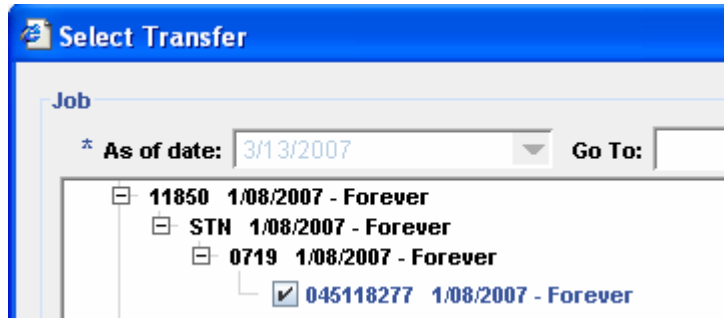


The screenshot shows the 'My Timecard' interface. At the top, there are input fields for 'Name & ID' (Payroll, Patti) and '99999999', and a dropdown menu for 'Time Period' (Current Pay Period). Below this is a navigation bar with tabs: Save, Actions, Punch, Amount, Accruals, Comment, Approvals, Reports.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

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
🗑️ ↪️	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.



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	1:01 pm	

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

