

# Kronos User Guide

## Monthly 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 absences; 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 monthly 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.

### Entering absences

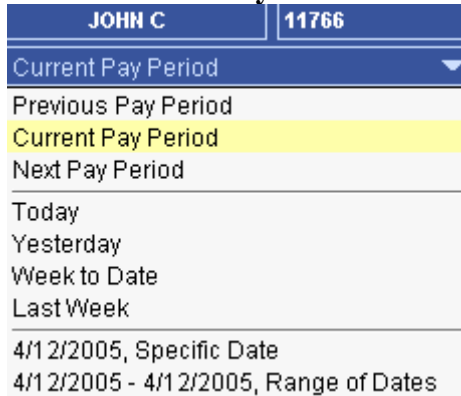
- Log in to Kronos.
- Select **My Information**
- Click on **My Timecard**, your timecard view will appear.
- Click in the **Pay Code** column for the date you were absent, and select the appropriate leave time.
- Click in the **Amount** column for the date you were absent, and enter the time missed. **Note:** only enter absences for full working days missed.

Save	Actions	Amount	Approvals	Rep
		Date	Pay Code	Amount
		Fri 4/01	Vacation	8.0
		Sat 4/02		
		Sun 4/03		
		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	
		Fri 4/08	Subpoena	
		Sat 4/09	Unpaid Le	
		Sun 4/10	Vacation	

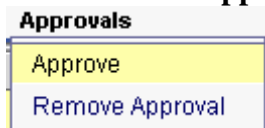
- Click the **Save** button.

### Approving your timecard

- Log in to Kronos.
- Review your timecard to ensure that your time is recorded accurately.
- Select **Previous Pay Period** from the **Time Period** drop-down list.



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



Note: timecards need to be approved by the 10<sup>th</sup> calendar day of absences in the prior month.

### 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