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

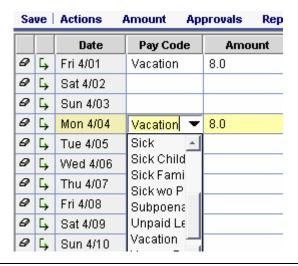
- Open web browser.
- Go to https://mytime.pepperdine.edu
- Enter your network ID.
- Enter your network password.

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.



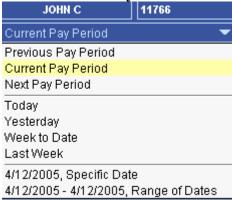
Last Revised: May 24, 2005 Page 1 of 2

Kronos User Guide Monthly

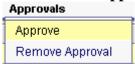
• Click the **Save** button.

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 10th 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