

# Kronos User Guide

## Monthly Employees

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### 1. What is Kronos?

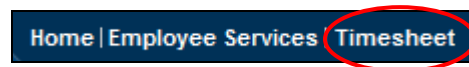
Kronos timekeeper is a web-based time and attendance system that helps ensure accurate recording of your time worked.

After reading the following information, you will be able to log into the system, enter absences, review and approve your timecard.

### 2. Accessing Kronos

Using Internet Explorer, go to <https://mytime.pepperdine.edu>. Save this link in your favorites for future use. Use the same username and password that you use to login to your computer (your network ID).

Kronos can also be accessed by signing into Wavenet and clicking the **Timesheet** link at the top.



### 3. Navigate Through the System

Never use your Internet Explorer browser buttons to navigate through the system. Instead, use the navigation buttons within Kronos. Always remember to hit **Save** to save your work. The system will time out after a certain period of inactivity, so remember to logout properly at the end of your session.

### 4. Enter Absences

Login to Kronos. **My Timecard** view will appear for the current pay period.

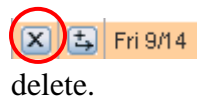
In the **Pay Code** column next to the date of the absence, select the appropriate pay code from the drop-down list. Enter the # of hours for that pay code in the **Amount** column.

**Note: Enter only absences for full working days missed.**

Save		Actions	Amount	Accruals	Approvals	Re
		Date	Pay Code			Amount
X	+	Mon 7/16				
X	+	Tue 7/17	Vacation			8.0
X	+	Wed 7/18	Sick wo Pay			
X	+	Thu 7/19	Subpoena			
X	+	Fri 7/20	Unexcused Abs			
X	+	Fri 7/20	Unpaid Leave			
X	+	Sat 7/21	Vacation			
X	+	Sun 7/22	Vac wo Pay			
X	+	Sun 7/22	Work Comp			
X	+	Mon 7/23	Voting Time			
X	+	Tue 7/24				

Hit **Save** for the cumulative total to populate.

If you need to delete data from a row:

 Select the “X” button next to the row of data that you want to delete.

Verify that you want to erase the entire row of data via the dialog box. When you hit **YES** the entire row will disappear. Save your work.

### 5. View a Different Date in Your Timecard

You can change your timecard date selection by clicking the drop-down next to **Time Period** and selecting a different time period. You can select a specific range by selecting the last option **Range of Dates**.

Name & ID	
Time Period	Yesterday
Approvals	Previous Pay Period
Re	Current Pay Period
	Next Pay Period
	Today
	Yesterday
	Week to Date
	Last Week
	7/24/2012, Specific Date
	7/24/2012 - 7/24/2012, Range of Dates

### 6. Approve Your Timecard

In **My Timecard**, make sure you are in the correct **Time Period**. Click on the **Approvals** link located at the top of the timecard and select **Approve**.

Save		Actions	Punch	Amount	Accruals	Approvals	Reports
		Date	Pay Code				Amount
X	+	Mon 8/13				Approve	
						Remove Approval	

The deadline for approving timecards is the 17<sup>th</sup> of every month. This approval will be from the 16<sup>th</sup> of the prior month through the 15<sup>th</sup> of the current month. If you access your timecard on or after the 16<sup>th</sup> of the month, you will select **Previous Pay Period** from the **Time Period** drop down list.

## 7. Log Off the System

Always remember to hit the **Log Off** utility link, and then completely close out of your Internet Explorer browser window. It is important to open a brand new Internet Explorer browser prior to your next login to Kronos.

## 8. For Additional Kronos/Payroll Information

Go to the Payroll Website: <http://community.pepperdine.edu/finance/payroll/>

Monthly Payroll Schedule:

<http://community.pepperdine.edu/finance/content/pay-monthly-payroll-schedules.pdf>

Contact your Supervisor

Contact Payroll at extension 4636