

Kronos User Guide

Student 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; transfer from one job to another; and review your time card.
- As a student you have two different ways to record your time worked. “Time Stamp” and “My Timecard”

Terms we will be using

- Time Stamp - a device that records in and out time
- Transfer - moving from one job to another
- My Timecard - a view of your time worked for a two-week pay period

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.

RECORDING TIME BY TIME STAMP

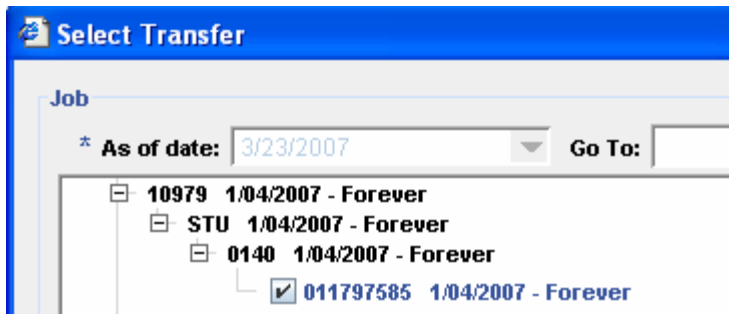
Clocking in

- Click on **Record Time Stamp**.



The screenshot shows a web interface for recording time. At the top, there is a label 'Transfers:' followed by a dropdown menu. Below this, there is a checkbox labeled 'Log off after stamping' which is checked. At the bottom of the form is a button labeled 'Record Time Stamp'.

- After you click on **Record Time Stamp** the system will automatically log you off.
Note: If you have more than one job on campus, you will need to select the correct job location from the **Transfers** Drop-down list.



Clocking out

- Log in to Kronos.
- Click on **Record Time Stamp**.
- The system will automatically log you out.

You DO NOT need to use the transfer when clocking out.

Note: If you work more than one job on campus, you need to clock out before transferring to your other job.

RECORDING TIME BY “MY TIMECARD”

- Click on **My Timecard** from the Navigation Bar
- **My Timecard** view will appear.

My Timecard
Loaded: 8:40AM

Name & ID:

Time Period:

Save | Actions | Punch | Amount | Comment | Approvals | Reports

		Date	Pay Code	Amount	In	Transfer	Out
		Mon 4/04					
		Tue 4/05			1pm		
		Wed 4/06					
		Thu 4/07					
		Fri 4/08					
		Sat 4/09					
		Sun 4/10					

- Click in the **In** column of the date you worked.
- Enter the time you started working. 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.

