

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**.

A screenshot of the Kronos web interface for recording time. It features a 'Transfers:' label next to a dropdown menu. Below this is a checkbox labeled 'Log off after stamping' which is checked. At the bottom 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.

Select Transfer

Job

* As of date: 3/23/2007 Go To:

- 10979 1/04/2007 - Forever
 - STU 1/04/2007 - Forever
 - 0140 1/04/2007 - Forever
 - ☒ 011797585 1/04/2007 - Forever

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: Payroll, Patti 999999999

Time Period: Current Pay 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.

Clocking out

- Log in to Kronos.
 - Click on **My Timecard** from the Navigation Bar
 - **My Timecard** view will appear.
 - 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.

Reviewing your timecard

- Log in to Kronos.
- Click on **My Timecard**.
- Once in the timecard, **Current Pay Period** will automatically show up. Click on the arrow at the Time Period drop-down list to choose another period

- Review your timecard regularly to ensure that your time is recorded accurately. If you notice errors, immediately contact your supervisor of the job for which you found the error.

Approving your timecard

- Log in to Kronos.
 - **My Timecard** view will appear.
 - Select **Specific Date** or **Range of Dates** from the **Time Period** drop-down list.
- Note:** approvals should be done daily or for the prior day worked.

- In the next window that appears, enter the date you are approving and click **OK**.



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



For more Kronos or payroll information

- Go to the Payroll web site: <http://www.pepperdine.edu/finance/payroll/>
- Contact your Departments Kronos Super Trainer
- Contact Payroll at ext. 4636