

Kronos User Guide

Student 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 time worked, enter absences, transfer from one job to another, 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. Your session will time out after a certain period of inactivity, so remember to logout properly when you are finished.

4. Record Time - Clock in by Record Time Stamp

Login to Kronos.

Record Time Stamp view will appear for the current pay period.

Click on **Record Time Stamp**.



After you click on **Record Time Stamp** the system will automatically log you off.

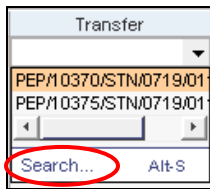
5. Transfers - If you work more than one job on campus:

Transfer codes are used to distinguish between multiple jobs. You must clock out of one job before transferring to another job.

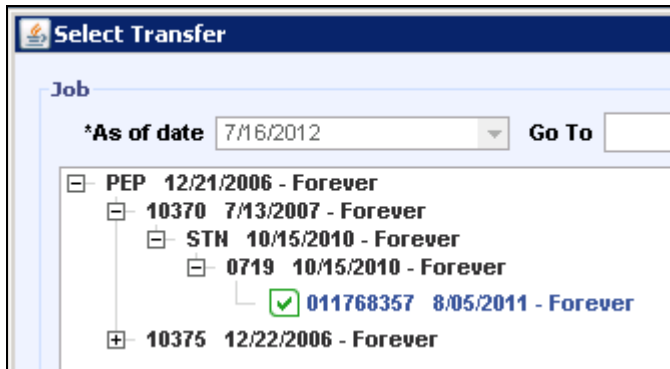
You will need to select the correct job from the **Transfer** drop-down list for your secondary job.



If the job doesn't appear in the list, click on Search to select it.



In the Select Transfer window that opens, the job accounts are listed.



Click the plus sign (+) next to each applicable sequence (pep/dept. #/pay group/job code/ID #) in the hierarchy until you locate your ID number with a blank box next to it. Click in the box to select it, click **OK** and save your work.

Note: Employees with multiple jobs worked on the same day need to enter a transfer for each job.

6. Record Time - Clock Out by Record Time Stamp

Login to Kronos and click **Record Time Stamp**.

The system will automatically log you out.

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

7. Record Time – by My Timecard

Click on MY INFORMATION and then My Timecard located on the Navigation Bar in the upper left.



My Timecard view will appear.

To enter your hours, simply complete the columns indicated below (In/Out/In/Out).

Be sure to select a **Transfer** for a secondary job. **Employees with multiple jobs worked on the same day need to enter a transfer for each job.**

*See **Transfer** instructions above (#5).

IMPORTANT NOTE: When entering time, Kronos defaults to AM unless otherwise specified except for the time range of 12 Noon to 12:59. This time range is always considered PM. To type 5:00PM, you could either enter military time (17) or type in “5p.”

Loaded: 1:23PM

Time Period: Current Pay Period

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|----------|------|----------|--------|--------|----------|---------|---------|----------|--------|-------|-------|------------|
| Mon 9/10 | | | | 7:57AM | | 12:01PM | 1:00PM | | 5:00PM | | | |
| Tue 9/11 | | | | 7:59AM | | 11:59AM | 12:00PM | | 5:01PM | | | |
| Wed 9/12 | | | | 8:00AM | | 12:00PM | 1:00PM | | 5:02PM | | | |
| Thu 9/13 | | | | 7:59AM | | 12:01PM | 1:01PM | | 5:00PM | | | |
| Fri 9/14 | | | | 8:01PM | | 12:00PM | 12:59PM | | 5:01PM | | | |
| Sat 9/15 | | | | | | | | | | | | |
| Sun 9/16 | | | | | | | | | | | | |

Hit “Save” to show cumulative totals in the right column.

Last Saved: 4:01PM

Time Period: Current Pay Period

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|----------|------|----------|--------|--------|----------|---------|--------|----------|--------|-------|-------|------------|
| Mon 8/27 | | | | 7:58AM | | 12:03PM | 1:02PM | | 5:00PM | 8.0 | 8.0 | 8.0 |
| Tue 8/28 | | | | 7:57AM | | 12:00PM | 1:01PM | | 5:01PM | 8.0 | 8.0 | 16.0 |
| Wed 8/29 | | | | 7:59AM | | 11:59AM | 1:00PM | | 5:00PM | 8.0 | 8.0 | 24.0 |
| Thu 8/30 | | | | 7:57AM | | 12:01PM | 1:01PM | | 5:01PM | 8.0 | 8.0 | 32.0 |
| Fri 8/31 | | | | 8:00AM | | 12:15PM | 1:15PM | | 5:00PM | 8.0 | 8.0 | 40.0 |
| Sat 9/01 | | | | | | | | | | | | 40.0 |
| Sun 9/02 | | | | | | | | | | | | 40.0 |

8. Review Your Timecard

In My Timecard, select the **Current Pay Period** from the Time Period drop-

down list.

The screenshot shows two input fields. The first is labeled "Name & ID" and contains two empty text boxes. The second is labeled "Time Period" and is a dropdown menu currently set to "Current Pay Period".

Review your timecard regularly to ensure that your time is recorded accurately. If you notice errors, contact your supervisor immediately.

9. 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**.

The screenshot shows the "Time Period" dropdown menu expanded. The options listed are: Yesterday, Previous Pay Period, Current Pay Period, Next Pay Period, Today, Yesterday (highlighted in orange), Week to Date, Last Week, 7/24/2012, Specific Date, and 7/24/2012 - 7/24/2012, Range of Dates.

10. 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**.

The screenshot shows a table with columns for Date, Pay Code, and Amount. The "Approvals" dropdown menu is open, showing options for "Approve" and "Remove Approval".

The deadline for approving timecards is Monday at 10 A.M. following the pay period end date. If you are accessing your timecard on Monday, you will need to select **Previous Pay Period** from the **Time Period** drop down list.

11. 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.

12. For Additional Kronos/Payroll Information

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

Biweekly Payroll Schedule:

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

Contact your Supervisor

Contact Payroll at extension 4636