

Kronos User Guide

Supervisor

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; review the time cards of employees you supervise; approve their time cards; set up schedules for them; create genies to retrieve information; and run reports.

Terms that we will be using

- Edits - any changes made to your time
- Exceptions - a deviation from a normal work schedule, when an employee does not punch as expected
- Genie - a view that displays a table of information with each row containing details about one employee, for example, Reconcile Timecard
- Hyperfinds - queries that search for people in the system; generates reports. For example, you can search for employee groups such as exempt or nonexempt employees that have missed punches.
- Missed Punch – missing an in or out punch in the timecard
- Transfer - moving from one job to another
- Navigation bar - located on the left side of your **Kronos** page, allows you to move to different areas of the application to view information or perform various functions
- Schedule - basic scheduling tools to create, view, and adjust an employee's schedule
- Pay Group are defined as:
 1. STN – Biweekly Staff (Regular and Temporary)
 2. ADN – Biweekly Adjunct (Hourly and Salary Non-Exempt)
 3. STU – Student
 4. STF – Monthly Staff

Logging in to Kronos

- Open web browser.
- Go to <https://mytime.pepperdine.edu>
Note: The first time you log in you will need to install a Java Plug-in.
- Enter your network ID.
- Enter your network password.

