

Kronos User Guide

Biweekly Employee

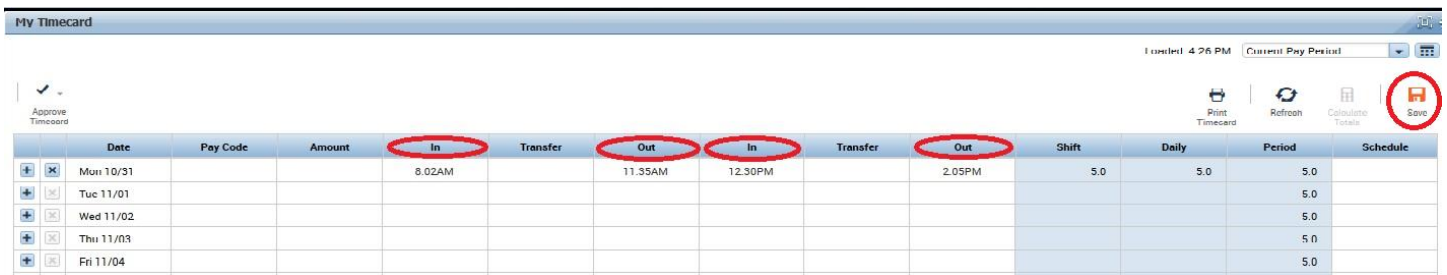
1. Accessing Kronos

Go to <https://mytime.pepperdine.edu>. Use the same username and password that you use to login to Wavenet (your network ID). Kronos can also be accessed by signing into Wavenet and clicking the **Timesheet** link at top right corner.

2. Enter Your Time

My Timecard view will appear for the current pay period. Please accurately record your exact time worked on your timecard into the In and Out columns.

Hit "Save" to save your work and show cumulative totals in the right column. Review your timecard to ensure your time is recorded accurately. If there are changes to the time worked or hours need to be entered, double-click the cell that requires editing, delete entry and enter correct time.



| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period | Schedule |
|-----------|----------|--------|--------|----------|---------|---------|----------|--------|-------|-------|--------|----------|
| Mon 10/31 | | | 8:02AM | | 11:55AM | 12:30PM | | 2:05PM | 5.0 | 5.0 | 5.0 | |
| Tue 11/01 | | | | | | | | | | | 5.0 | |
| Wed 11/02 | | | | | | | | | | | 5.0 | |
| Thu 11/03 | | | | | | | | | | | 5.0 | |
| Fri 11/04 | | | | | | | | | | | 5.0 | |

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 (1700) or type in "5p."

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

Transfer codes are used to distinguish between multiple jobs. If you work more than one job on campus, you will need to select the correct job from the Transfer drop-down list.

1. Enter your time. Then, expand the size of the transfer box, or hover over the transfers to show the entire transfer code.
2. Click on the appropriate transfer code to populate the transfer cell.

| In | Transfer | Out |
|--------|-------------------------|----------|
| 8:00AM | | 12:00... |
| | 11085/ADN/0033/01181783 | |
| | 11055/ADN/0033/01181783 | |
| | 11040/ADN/0061/01181783 | |

| In | Transfer | Out |
|--------|-------------------------|----------|
| 8:00AM | 11085/ADN/0033/01181783 | 12:00... |
| | | |
| | | |

3. If your transfer doesn't appear in the list, click on Search.
4. After you've clicked on Search, the department number(s) to which you can transfer will appear.

| In | Transfer | Out |
|--------|-----------|----------|
| 8:00AM | | 12:00... |
| | Search... | |
| | | |

| | |
|---|---------------------------|
| - | PEP 12/21/2006 - Forever |
| + | 11040 8/15/2014 - Forever |
| + | 11055 8/26/2014 - Forever |
| + | 11085 8/15/2014 - Forever |

5. 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. Click on your ID number. Click Apply to populate transfer cell with selected transfer code. Note: if all your assignments are in the same department number, the department number will not be displayed in your transfer set.

The screenshot shows a 'Transfer' window for Job PEP/11040/ADN/0061/011817831. Under 'Job Transfer', a tree view shows the hierarchy: PEP 12/21/2006 - Forever, 11040 8/15/2014 - Forever, ADN 8/15/2014 - Forever, 0061 8/26/2014 - Forever, and 011817831 9/06/2016 - Forever (selected). Below the tree are buttons for 'Cancel' and 'Apply' (circled in red).

Note: Employees with multiple jobs need to enter a transfer for each job worked. Once you have selected your transfer code it will appear in the drop-down menu for future use.

4. Entering Pay Codes

Pay codes are used to indicate the type and number of hours of paid time off or sick leave. Floating holidays, sick and vacation are the most common.

1. To enter a pay code, click on the drop down in the Pay Code column.
2. Select the pay code from the dropdown menu.

| Date | Pay Code | Amount |
|----------|----------------|--------|
| Mon 1... | | |
| Tue 1... | Please Choose: | |
| Wed 1... | | |

| Date | Pay Code | Amount |
|----------|----------|--------|
| Mon 1... | | |
| Tue 1... | Sick | |
| Wed 1... | | |

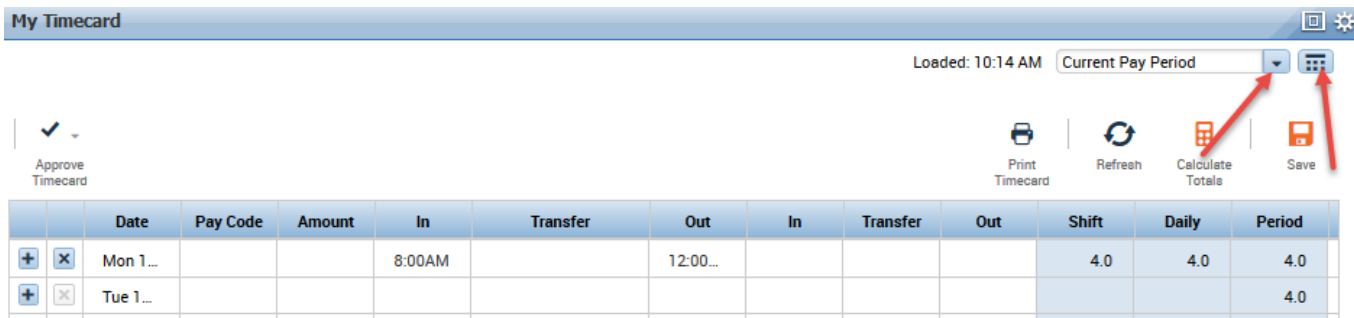
3. Enter the number of hours in the Amount column to the right of the Pay Code. Click on Save.

| Date | Pay Code | Amount |
|----------|----------|--------|
| Mon 1... | | |
| Tue 1... | Sick | 3.0 |
| Wed 1... | | |

Note: if you need to enter two or more Pay Codes for one date, add a row to that date and enter a Pay Code and Amount in each row.

5. View a Different Date in Your Timecard

You can change your timecard date selection by clicking the drop-down next to the calendar icon and selecting a different pay period. You can select a specific range by clicking the calendar icon.

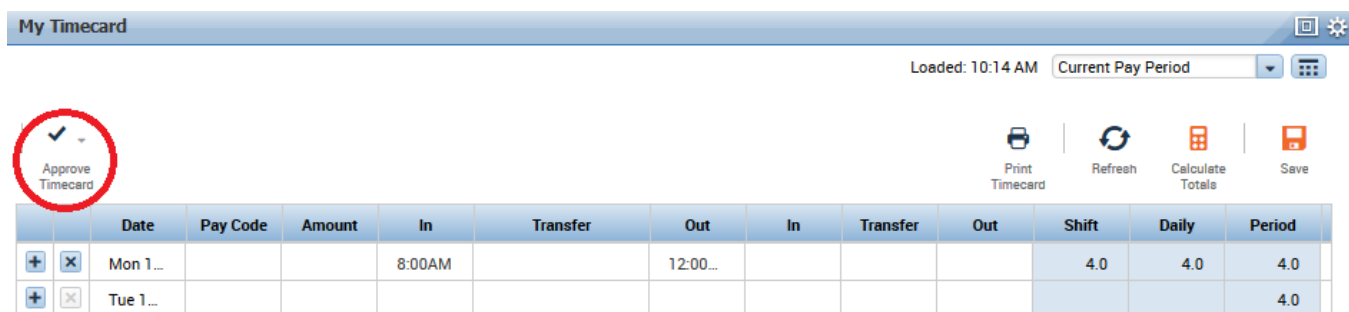


The screenshot shows the 'My Timecard' interface. At the top right, there is a 'Current Pay Period' dropdown menu and a calendar icon. Two red arrows point to these elements. Below the header, there are buttons for 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The 'Calculate Totals' button is highlighted with a red arrow. Below the buttons is a table with the following data:

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|-----|----------|----------|--------|--------|----------|----------|----|----------|-----|-------|-------|--------|
| + X | Mon 1... | | | 8:00AM | | 12:00... | | | | 4.0 | 4.0 | 4.0 |
| + X | Tue 1... | | | | | | | | | | | 4.0 |

6. Approve Your Timecard

In My Timecard, make sure you are in the correct Pay Period. Click on the Approve Timecard (all entries must first be saved). Your approval is consent to hours worked on a legal document.



The screenshot shows the 'My Timecard' interface. The 'Approve Timecard' button is circled in red. Below the header, there are buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. Below the buttons is a table with the following data:

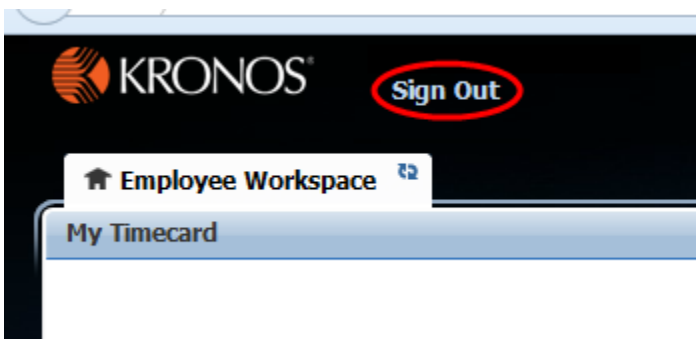
| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|-----|----------|----------|--------|--------|----------|----------|----|----------|-----|-------|-------|--------|
| + X | Mon 1... | | | 8:00AM | | 12:00... | | | | 4.0 | 4.0 | 4.0 |
| + X | Tue 1... | | | | | | | | | | | 4.0 |

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 Pay Period drop down list.

Note: Once your timecard has been approved it cannot be edited. You can remove your own approval to make edits if necessary.

7. Log Off the System

Always remember to hit the Log Off utility link.



The screenshot shows the Kronos Employee Workspace interface. The 'Sign Out' button is circled in red. Below the header, there are buttons for 'Employee Workspace' and 'My Timecard'.

8. For Additional Kronos/Payroll Information

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

Contact Payroll at 310-506-4248