Kronos User Guide
Monthly 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. 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	8.0
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.

3. 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.

My Timecard

Loaded: 10:14 AM   Current Pay Period ▼ ▦

Approve Timecard

Print Timecard   Refresh   Calculate Totals   Save

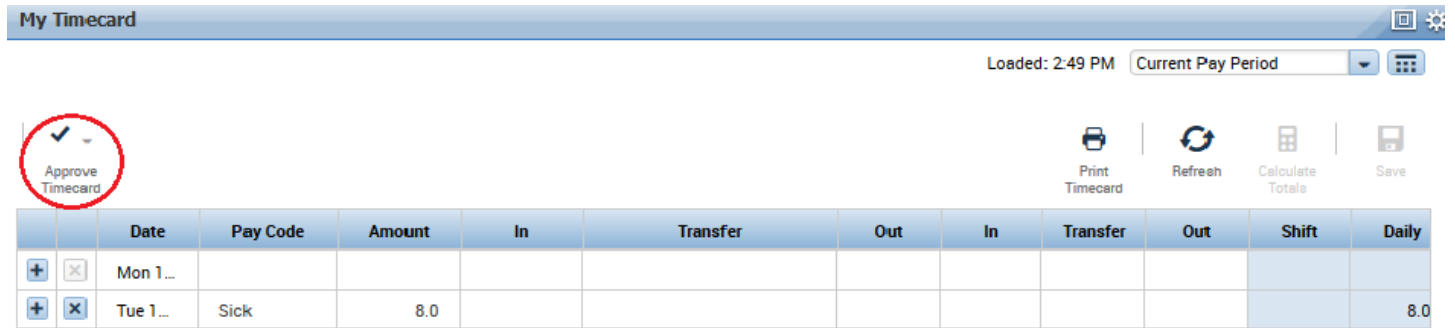|		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	×	Mon 1...			8:00AM		12:00...				4.0	4.0	4.0
+	×	Tue 1...											4.0

4. 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 deadline for approving timecards is by the 17th calendar day of the month. If you are accessing your timecard on the 17th, 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.

5. Log Off the System
Always remember to hit the Log Off utility link.

6. For Additional Kronos/Payroll Information
Go to the Payroll Website: http://community.pepperdine.edu/finance/payroll/

Contact Payroll at 310-506-4636