

Kronos User Guide

Student Employees Timecard View

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; review your time card; and approve your time card.

Terms that we will be using

- Edits - any changes made to your time
- My Timecard - a view of your time worked for a two-week pay period
- Transfer - moving from one job to another

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

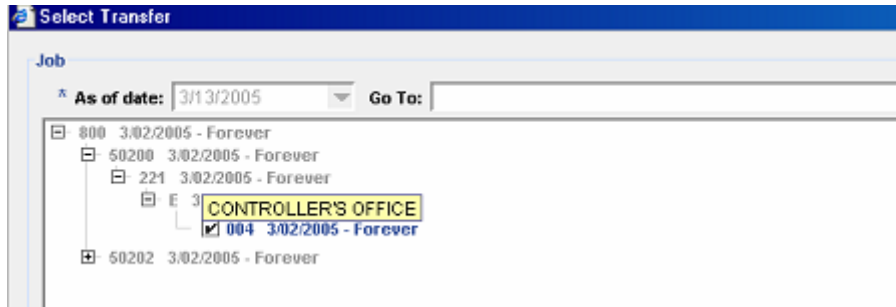
- Select **Log Off** from the options on the left side of any Kronos screen.

Clocking in

- Log in to Kronos
- **My Timecard** view will appear.

My Timecard							
Loaded: 8:40AM		Name & ID:		Payroll, Patti	99999999		
		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.
 - **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.
- **My Timecard** view will appear.
- In the timecard, select the **Current Pay Period** from the **Time Period** drop-down list.

Name & ID:	Payroll, Patti	99999999
Time Period:	Current Pay Period	

- Review your timecard regularly to ensure that your time is recorded accurately. If you notice errors for a job, contact that job's supervisor immediately.

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.

Name & ID:		Student, Test	123456
Time Period:		2/11/2005, Specific Date	
Amount	Con	Previous Pay Period	
		Current Pay Period	
		Next Pay Period	
e	Amour	Today	
		Yesterday	
		Week to Date	
		Last Week	
		2/11/2005, Specific Date	
		2/11/2005 - 2/11/2005, Range of Dates	

- 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/Payroll related information

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