

Kronos User Guide

Biweekly 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. The system will time out after a certain period of inactivity, so remember to logout properly at the end of your session.

4. Enter Your Time

Login to Kronos. **My Timecard** view will appear for the current pay period.

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.”

For a “normal” 40 hour work week, simply complete the 4 columns indicated below (In/Out/In/Out).

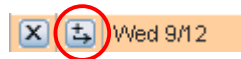
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Mon 9/10			7:57AM		12:01PM	1:00PM		5:00PM			
X	Tue 9/11			7:59AM		11:59AM	12:00PM		5:01PM			
X	Wed 9/12			8:00AM		12:00PM	1:00PM		5:02PM			
X	Thu 9/13			7:59AM		12:01PM	1:01PM		5:00PM			
X	Fri 9/14			8:01PM		12:00PM	12:59PM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

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

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

5. Pay Codes - If you need to add a Pay Code to show time away from work:

Example: If you took 4 hours of vacation on Wednesday, you would take the following steps in Kronos:

 Click the “Insert Row” icon next to Wednesday.


In the new row that appears, select the appropriate **Pay Code** from the drop-down selection, then enter the # of hours for that pay code in the **Amount** column. Hit **Save** for the cumulative total to populate. The red box will alert you that an exception to regular time took place. Allow your mouse pointer to hover over the red box to display a message.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Mon 9/10			7:57AM		12:01PM	1:00PM		5:00PM	8.0	8.0	8.0
X	Tue 9/11			7:59AM		11:59AM	12:59PM		5:01PM	8.0	8.0	16.0
X	Wed 9/12	Vacation	4.0			11:59AM				4.0	8.0	24.0
X	Thu 9/13			8:00AM		12:01PM	1:01PM		5:00PM	8.0	8.0	32.0
X	Fri 9/14			7:59AM		12:01PM	2:01PM		4:59PM	8.0	8.0	40.0
X	Sat 9/15			8:01AM								40.0
X	Sun 9/16											40.0

Note: When entering Pay Codes and the corresponding Amount of time in the next column, you cannot also have actual time (time in or time out) captured on

the same row of data. The Pay Code and Amount must always be on a separate line than the punched time.

If you need to delete data from a row:

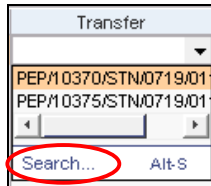
 Select the “X” button next to the row of data you want to delete. Verify you want to erase the entire line of data via the dialog box. When you hit **YES** the entire row will disappear. Save your work.

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

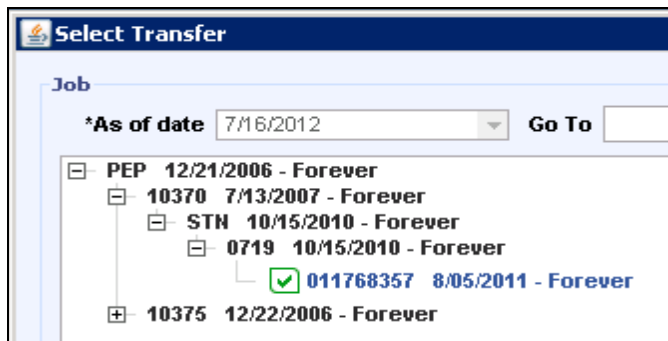
Transfer codes are used to distinguish between multiple jobs. You must clock out of one job before transferring to another job.

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 jobs/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.

7. Review Your Timecard

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

Name & ID	<input type="text"/>	<input type="text"/>
Time Period	Current Pay Period	

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

8. 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**.

Name & ID	<input type="text"/>	<input type="text"/>
Time Period	Yesterday	
Approvals	<ul style="list-style-type: none"> Previous Pay Period Current Pay Period Next Pay Period Today <li style="background-color: #f0f0f0;">Yesterday Week to Date Last Week 7/24/2012, Specific Date 7/24/2012 - 7/24/2012, Range of Dates 	

9. 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**.

Save	Actions	Punch	Amount	Accruals	Approvals	Reports
		Date	Pay Code	Amount	Approve	
X		Mon 8/13			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.

10. 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.

11. 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