

## **Personal Access to Kronos Timecard**

(for assistance please contact Sean Cartwright)  
(stcfa@rit.edu)  
(x5-2819)

Accessing and maintaining your personal timecard is a simple and convenient process. Prior to accessing your timecard, please follow the instructions for setting up a desktop icon which will make accessing your timecard convenient. Once set up, you simply double click on the “Kronos 6” icon, enter your “RIT DCE” account name (the username typically associated with your email account), and your Kronos password. You will see a security warning message appear at this point and you will need to choose “Yes” to continue.

**Please note:** The first time that you attempt to log in to Kronos you may be required to install a Java plug-in. If prompted to, choose the option to “Run” the installation. Please be aware that you may have to click on a yellow line just below the “Address” bar (found at the top of the browser) to initiate the installation. You will be required to accept a licensing agreement and then you will need to choose a “Typical” installation. The installation will complete on its own at this point. When the installation is complete, you will see a window indicating so. Within a few seconds, the “Please Wait, Installing Java Plug-in...” message should disappear. Next, another security warning message may appear. If it does, you will need to select the “Yes” option again. You will now be able to log in as described above.

### **Two Sections in Kronos**

Located as tabs at the top of the screen, are the two options for navigation. You are able to navigate two sections in Kronos. The “My Information” section contains two options:

- Time Stamp
- My Timecard

The “My Links” section contains links to various RIT web sites that relate to Kronos in some fashion. Clicking on a link will display the particular web page.

## **Time Stamp**

This option allows for automated time input and is the screen that is displayed when first logging into Kronos. Using this feature is optional, however, it is recommended for in/out punches for lunch (as well as any other required punches within the course of the day, if applicable.) When the “Record Time Stamp” button is clicked (single click), the current time is recorded on the timecard. This option is great for those times when the computer is already up and running. This option is not desirable when beginning or ending your day, due to the fact that at the beginning of the day you should already be on the timeclock prior to logging into Kronos. Similarly, an employee is typically on the clock for at least a few additional minutes after logging out of the computer at the end of the day. Please refer to the “My Timecard” option for information on how to record time other than the current time.

## **My Timecard**

This option will allow you to add, edit and delete punches directly on your timecard. Additionally, you are able to find your Sick/Vacation balances and the type of hours that you’ve earned.

Starting with the area in the lower right corner, you can find your schedule (if one has been entered). It is the area with headers labeled “Date,” “Start Time,” “End Time,” etc. Don’t be surprised if the schedule is blank as they are not required and are often not used.

Just above the schedule area, you will find your Sick/Vacation balances. It is the area with headers labeled “Accrual Code,” “Balance on Selected Date,” and “Units.” The balances are current up to the date that is highlighted in the timecard section above.

In the lower left hand corner you will find the various “types” of hours that you have earned (Regular, Overtime, Holiday, Vacation, etc.), as well as the number of hours for each category.

Above these areas, you will find your timecard.

- *Adding a punch*

To enter a punch, simply click on either the “In” or “Out” cell for the date that you would like to record a punch and key the time. Be sure to include a “P” after the time for any punch recorded between noon and 11:59 pm. Doing so indicates to Kronos that you are recording a “PM”

punch. The “:” is not required, however, you may use it (for example, entering 1129 will result in a recorded punch of 11:29 am, entering 1129p will result in a recorded punch of 11:29 pm).

- *Editing a punch*  
To edit a punch, click in the cell of the punch to be edited and type over the existing punch in the same manner that you would when adding a punch.
- *Deleting a punch*  
To delete a punch, click in the cell of the punch that you would like to eliminate, then press the “Delete” key on your keyboard.

### **Important considerations**

- Please record punches as they occur. Please do not wait until the end of the day, week, pay period, etc. to key your times in.
- Make sure to “Save” your work before exiting. You will find the “Save” option just above the timecard, on the left side. Failure to save your time will result in no time being recorded.
- You must record exact start/end times on your timecard. If you are scheduled to begin work at 8:30 am but actually begin at 8:29 am, then your timecard must reflect 8:29 am. Likewise, if you arrive at 8:31 am, then you must record 8:31 am.
- There is an audit trail within Kronos where any questions about what has occurred on a timecard can be clarified.
- Every other Friday your timecard will be reviewed and the person reviewing it will then sign-off on the timecard. The sign-off performs two functions, first it is the electronic signature indicating that the hours are accurate and should be paid. Second, it locks the hours in place so no further editing can take place without first contacting the Kronos Administrator or the Payroll Department.
- Please make sure that your timecard is accurate prior to leaving on the last day of the pay period in order for it to be ready for sign-off the next day.

- You will not record non-worked, paid time (Vacation, Sick, Excused with Pay, etc.). Please check with the person that will “sign-off” on your timecard as to how you should report this time.
- Every timecard since 7/1/1999 is available to the employee. In order to access a timecard other than the “Current Pay Period” timecard, click in the field labeled “Time Period” in the top center (white area) of the screen. Although there are many options, the most used options include “Current Pay Period,” “Previous Pay Period,” and “Range of Dates.” If “Range of Dates” is selected, you will be required to input both a start and end date.
- To print a timecard, first select the time period you would like to print. Once, it is displayed, click on the “Actions” menu above the timecard and choose “Print.”
- Please click the “Log Off” option in the upper right hand corner of the blue area before closing the browser.