Kronos Time & Attendance System

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Kronos Time & Attendance serves many purposes:

- Collect, view, edit, calculate and approve employee time.
- Create schedules.
- Track accruals (leave time, example: vacation and personal time).
- Generate reports.

Required Browser:

Kronos Time Management requires you to use Internet Explorer to enter, review, change, and approve the time employees spend in job-related activities, as well as keep track of leave time.
You can then review, change, or approve your employees' time, as well as use the system to set schedules and generate reports.

Starting Kronos Time & Attendance

You can access Kronos two ways:

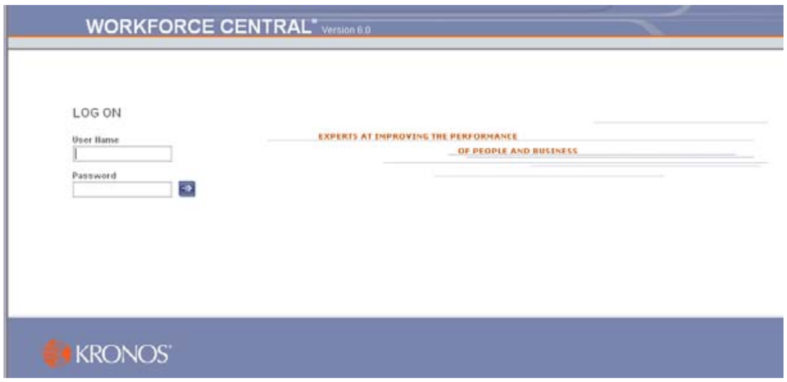
1. Open your Internet Explorer Web browser. Type the URL: https://timesheets.pace.edu

2. Log on to your Pace Portal, click on your "Staff" tab and click on Kronos Timesheets.
   Log on using your Pace Portal user Id and password *(without "@pace.edu").*

If this is your first time going to the Kronos Web Site, you will have to download a Java Plug In (this will only take a minute or two to complete). After the Java download, you will not be required to install it again.

- Type your User Name and Password in the User Name and Password fields
  (User Name and Password are case sensitive).

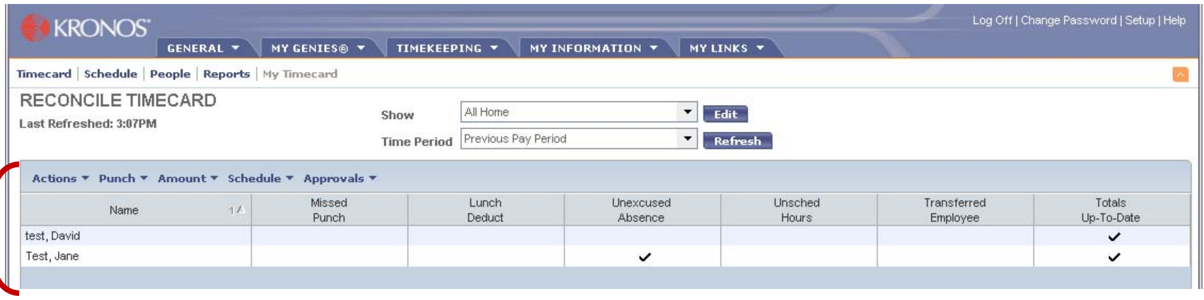
- Click the Log On button



Part time employee’s timecard:

When you first log on you will see a list of your employees. Double click the employee name to view/edit their time card.

List of employees: Double click to edit timecard

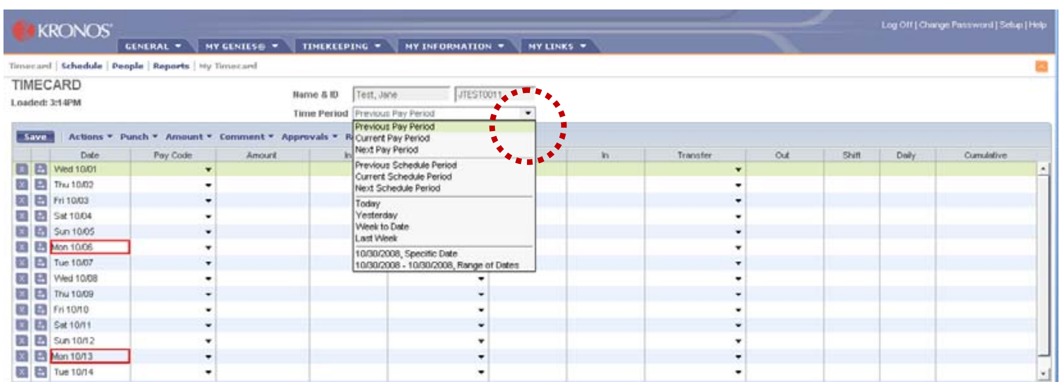


Editing a timecard:

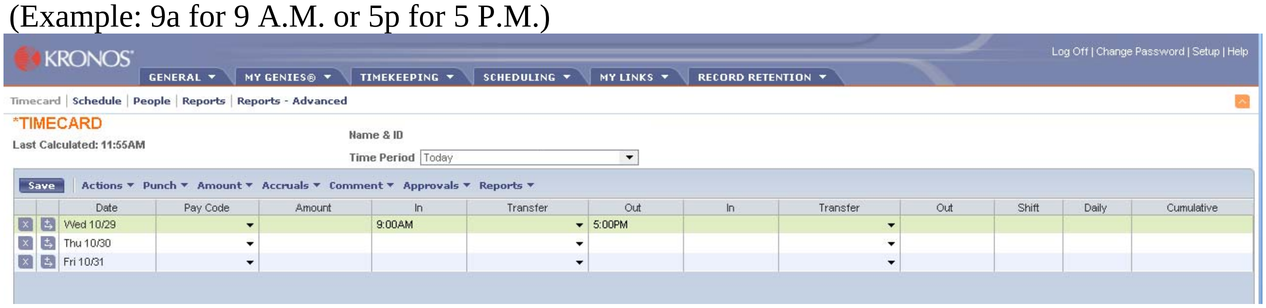
The University has two types: hourly timecards and project view timecards.

- Hourly timecards are for student and part-time employees whose time and attendance information is appropriate to be shown in a start/stop time (also referred to as “In/Out punch") view. This type of timecard allows a user to see a data grid that contains start, stop, and transfer information.
- Project view timecards are for full time employees (salary) who do not enter punches (“In/Out punch”, start/stop times), but instead enter the total number of hours (durations) that they worked for each day, along with any exceptions (sick, vacation, personal, etc.) to their regular scheduled hours. These timecards are often pre-populated with hours worked based on the employee’s schedule.

NOTE: Before editing the time, make sure the Time Period (located at the top of the page) is set to the correct pay period. If it is not, you should change it by **clicking** the drop down arrow and then **click** the correct pay period.

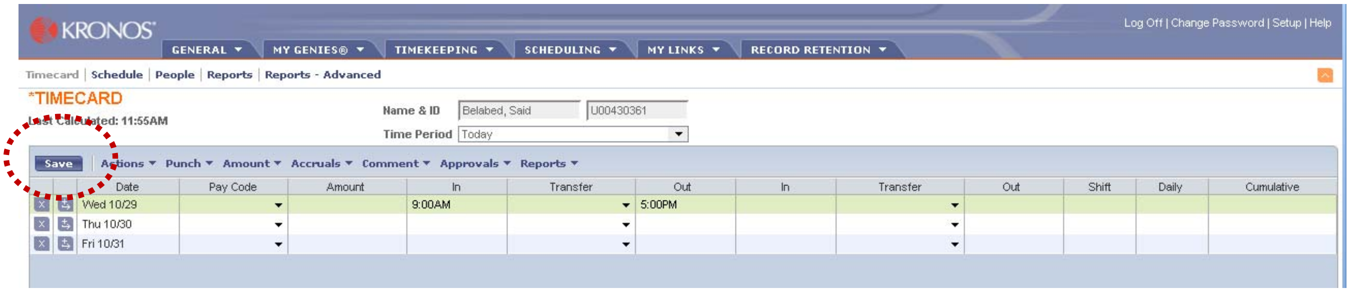


- Once the pay period is set to the correct pay period, you may edit the employee’s timecard.
- **Click** in the “In” or “Out” cell coordinating with the specific date to edit times.
- Input the time desired, followed with an “a” for A.M. or a “p” for P.M., (Example: 9a for 9 A.M. or 5p for 5 P.M.)



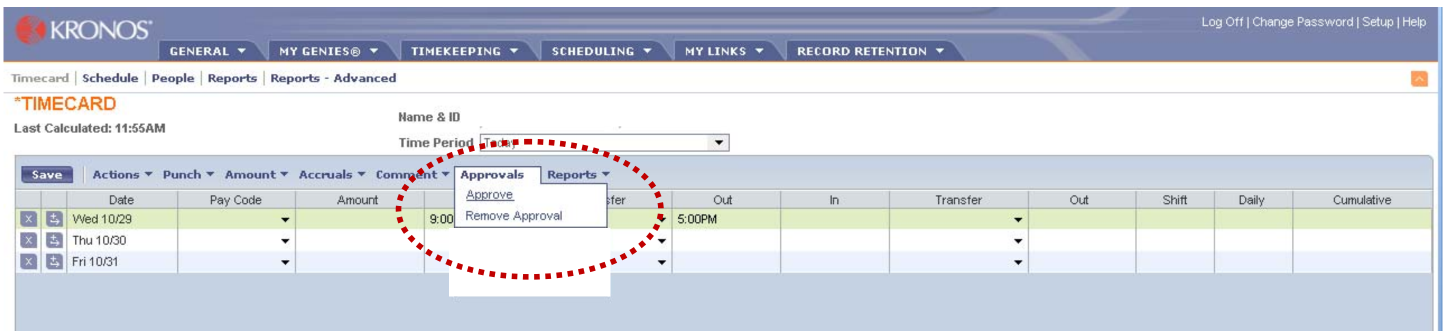
<u>Saving a Timecard</u>:

- **Click** “Save” on the top left of the page after you’ve made your changes.

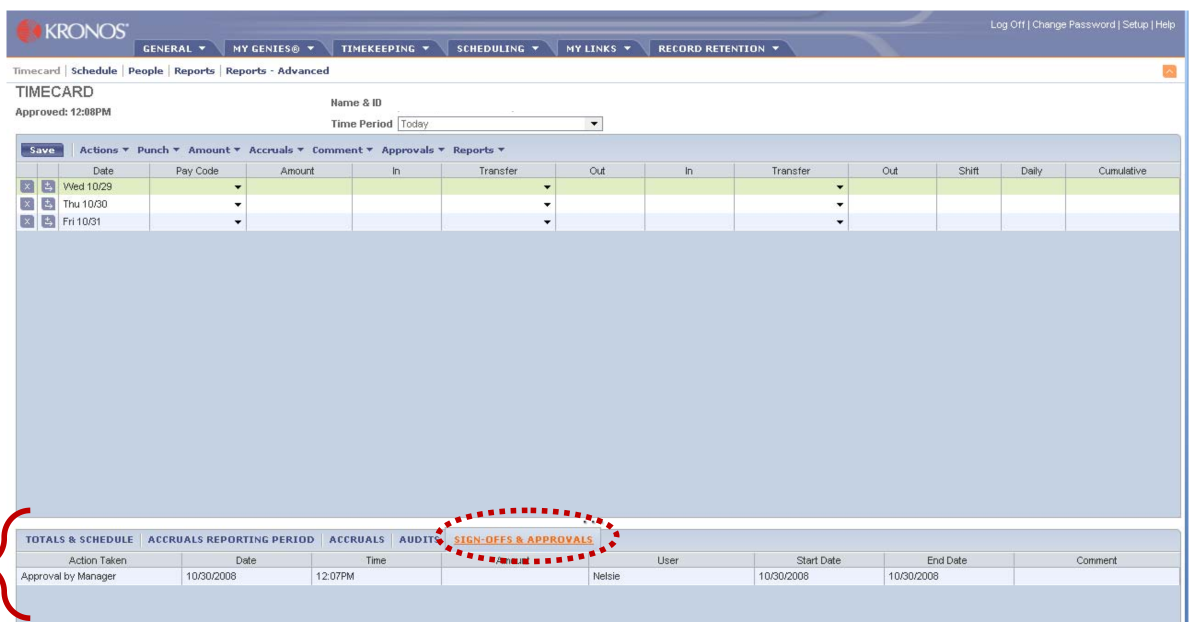


<u>Approving a Timecard:</u>

- After saving the employee’s timecard, you must approve it.
- **Click** the Approvals tab at the top of the page.
- **Click “**Approve**”.**



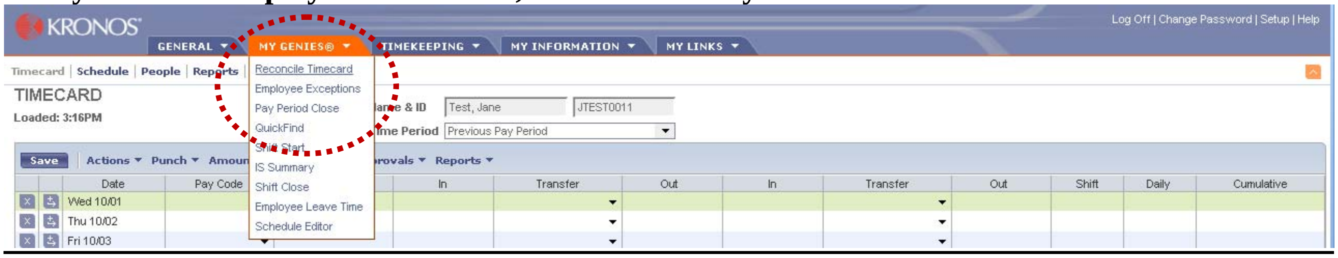
- Once you approve a timecard you will see a new tab at the bottom of the page: “Sign off’s and Approvals”.
- **Click** this tab to view the action taken: time, user that approved the timecard, and approval start and end dates.



Action taken

<u>*NOTE: You cannot make changes to your timecard once you or your manager has approved that timecard.*</u>

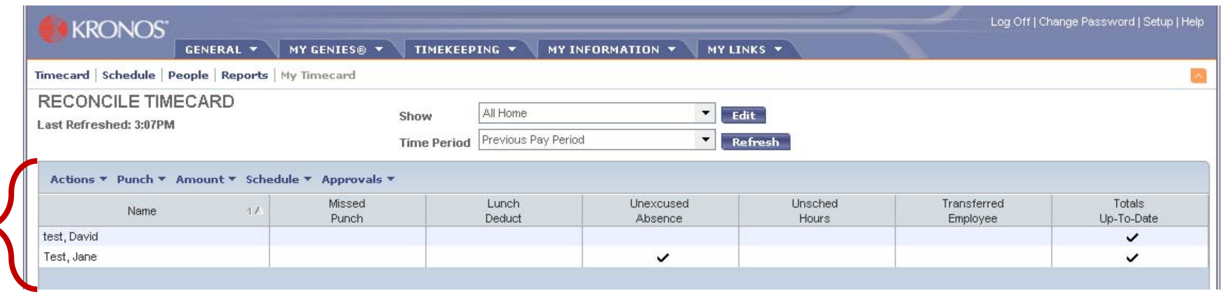
To view your other employees' timecards, click on the "My Genies" tab and click "Reconcile Timecard".



Full time employee's timecard:

When you first log on you will see a list of your employees. Double click the employee name to view/edit their time card.

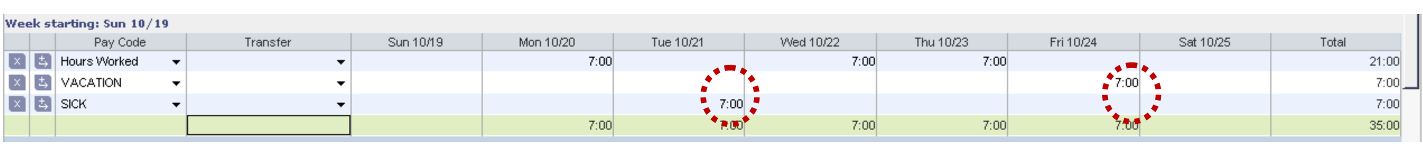
List of employees: Double click to edit timecard



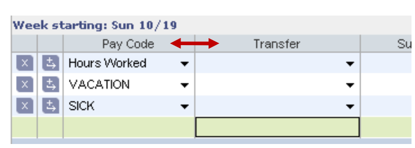
Recording an Exception:

For a full time employee, the time card automatically populates with hours worked for each day within a pay period, based on the employee's schedule.

- ➢ To record an exception (sick, vacation, personal, etc…) to a regular work day, you must first delete the hours in the Hours Worked row for the day that you want to edit.
- ➢ **Insert** a new row by **Clicking** the "+" with an arrow to the left of "Pay Code".
- ➢ In the new row that you have inserted, change the pay code from hours worked to a pay code that reflects the exception (sick, vacation, personal, etc…).
- ➢ In the new row with the new pay code, enter the amount of hours taken for that specific day.

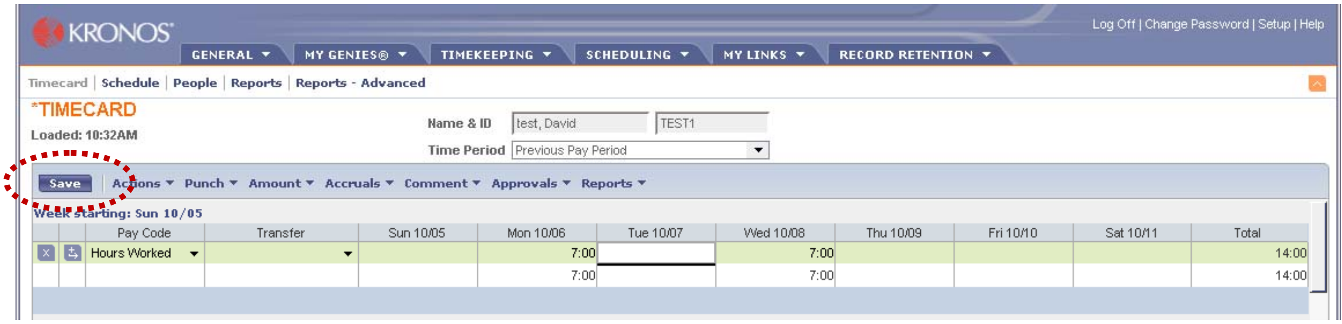


NOTE: If you are unable to view the entire description of the Pay Code, simply place the mouse pointer on the line separating pay code and transfer. When you see the double-headed arrow, **click** and **drag** the mouse to the right to increase the column width.



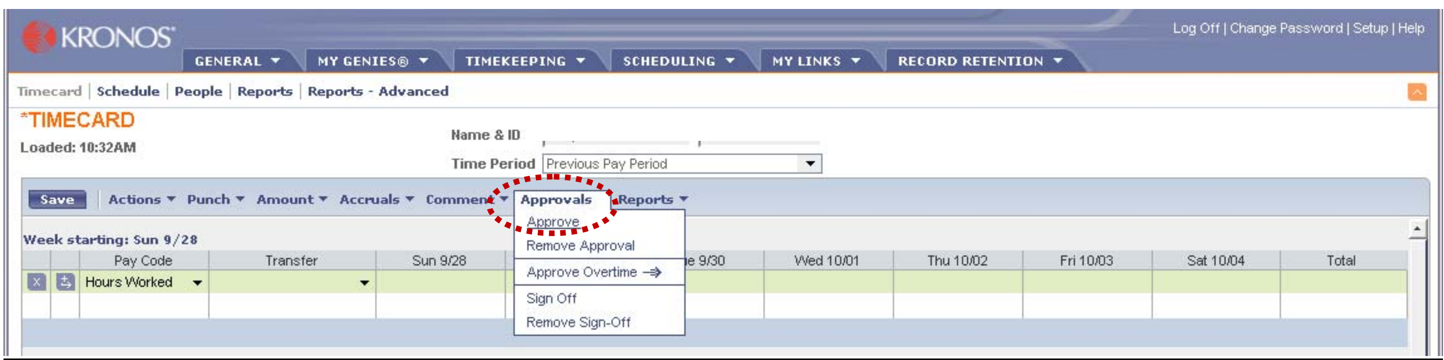
Saving a Timecard:

➢ **Click** "Save" on the top left of the page after changing the times for the student



Approving a Timecard:

➢ After saving the employee's timecard, you must approve it.
➢ **Click** the Approvals tab at the top of the page.
➢ **Click "**Approve**".**



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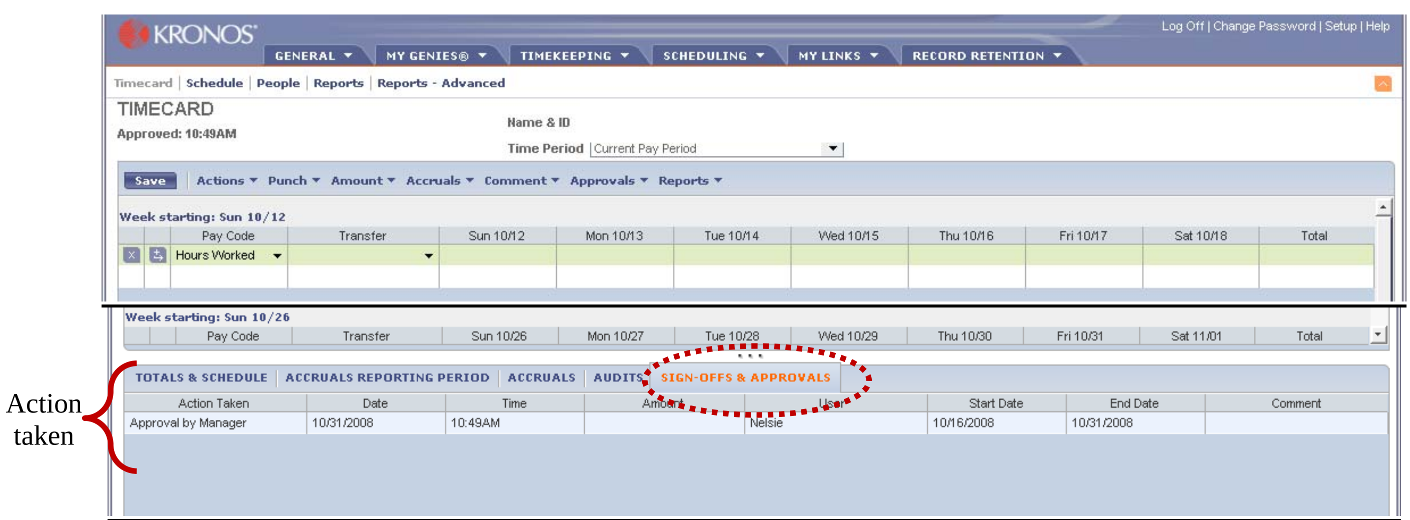

NOTE: Once you approve a timecard you will see a new tab at the bottom of the page; Sign off's and Approvals. **Click** this tab to view the action taken, time, user that signed off on the time card, start and end dates.

You cannot make changes to your timecard once you or your manager has approved that timecard.

To view your other employees' timecards, click on the "My Genies" tab and click "Reconcile Timecard".