How to Record Time to Your Kronos Timecard

KB0010786 - <u>Latest Version</u>

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Biweekly employees are hourly, which means that they must enter hours on their timecard in order to be paid. Biweekly employees enter both hours worked and leave taken.

Monthly employees can be either hourly or salaried. If an employee is monthly salaried, they should *not* enter Hours Worked on their timecard, and should *only* enter leave taken.

There are 3 ways to record time to a timecard:

- Entering Hours Worked or leave taken directly on the timecard
- Timestamping
- Using a physical timeclock

Entering Hours Worked or leave taken directly on the timecard

To enter Hours Worked or leave taken on your timecard, click in the Pay Code cell that corresponds to the date you worked.

+	×	Mon 9/19	
+	×	Tue 9/20	Please Choose: ▼
+	×	Wed 9/21	CT Taken / Sick / Vacation / Hours Worked
+	×	Thu 9/22	
+	×	Fri 9/23	

After selecting your desired pay code, click in the Amount cell and enter the number of hours. When entering leave taken using pay codes like Sick or Vacation, salaried employees should enter the number of hours equivalent to a full work day (usually 8 hours for full-time employees).

		Date	Pay Code	Amount
+	×	Sun 9/18		
+	×	Mon 9/19		
+	×	Tue 9/20	Hours Worked	8.00

To save your changes, click the orange "Save" button in the upper right corner.

Print Timecard | Refresh | Calculate Totals | Save

If you make an error on your timecard and need to edit it, you can still click inside the relevant cells to change the entry, as long as the timecard hasn't been approved. You can click the X button to the left of the date to remove a timecard entry.

If you have multiple positions and need to transfer time while entering Hours Worked, you can do so directly on the timecard. After selecting the desired pay code and entering the number of hours, you can click into the Transfer cell to select which position you'd like to transfer time to. You can distinguish positions by their four-character department code, the position number, or the custom position alias (if configured by your department).

		Date	Pay Code	Amount	In	Transfer
+	☒	Sun 9/18				
+	☒	Mon 9/19				
+	☒	Tue 9/20	Hours Worked	2.00		
+	☒	Wed 9/21				POLI-17.50-STDT 1 {0-40070692-0} RECR-15.00-OPS ASST {1-40126378-RECR14130} Search...

After you click Save, the Transfer column will indicate which position the time has been transferred to.

|		Date	Pay Code	Amount	In	Transfer
+	☒	Tue 9/20	Hours Worked	2.00		POLI/0/0/0/0/17.50/40070692

Timestamping

If your department requires that you timestamp, you should see the option to "Record Timestamp" upon viewing your own timecard on the right side of the screen.

My Timestamp ⚙

Last Timestamp:
Saturday, September 10, 2022 9:53 AM
(GMT -08:00) Pacific Time

Transfer:
[▼]

[Record Timestamp]

If you have multiple positions that you report time to in Kronos, you can use the Transfer dropdown menu to select the position you're recording time to while clocking in, but not while clocking out.
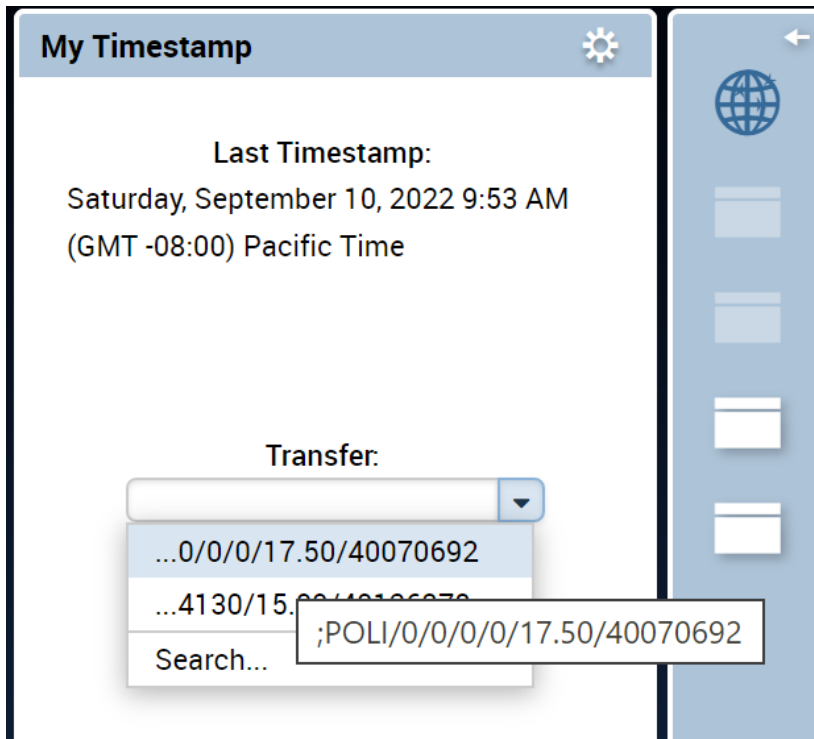

You can mouse over the options in the transfer dropdown to see the full labor level set. The department name should be the first item at the labor level set, and the position number should be the last item on the labor level set. This should help you differentiate between different jobs.

After timestamping in, a confirmation message appears stating that the timestamp was accepted.
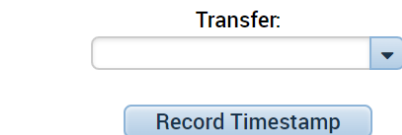
You can click the "Refresh" icon to refresh your timecard and ensure that you can see the timestamp.
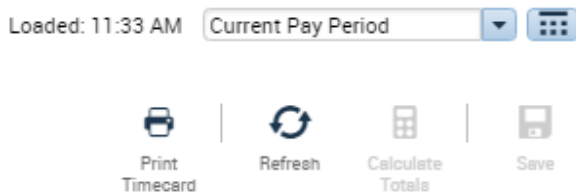
If you used the transfer dropdown while timestamping, you should also be able to see the labor level set in the "Transfer" column of your timecard after refreshing the timecard.

+ ☒	Mon 9/26				
+ ☒	Tue 9/27				
+ ☒	Wed 9/28		▌ 9:10AM	POLI/0/0/0/0/17.50/40070692	
+ ☒	Thu 9/29				

When you need to timestamp out, you can repeat the process. (Generally, transfers should only happen while timestamping *in*. Transferring on an out punch is only appropriate if an employee is still working but changing jobs, so a punch-out isn't needed, but they immediately transfer to another position without a break. This specific circumstance is rare.)

You'll also see a confirmation message when timestamping out.

My Timestamp   ⚙

✔ **Recorded Time:**   9:34 AM
(GMT -08:00) Pacific Time
The out punch was accepted.

Transfer:

[▼]

[Record Timestamp]

The timestamps should be clearly marked on your timecard in the "In" and "Out" columns. A timecard with an in and out punch for a transferred shift is pictured below:

+ ☒	Tue 9/27				
+ ☒	Wed 9/28		▌ 9:35AM	RECR/1/0/0/RECR14130/15.00/40126378	9:54AM
+ ☒	Thu 9/29				

The timestamping functionality is *only* used for recording hours worked. If a timestamping employee needs to record leave taken, they should enter it directly on the timecard, as covered in the first section of this article.

Timeclock

For employees with only one campus job:

1. Swipe card at the beginning of a shift to punch in, or enter badge number.
2. Swipe card at the end of the shift to punch out.

For employees with multiple campus jobs:

1. Tap the "Choose Job" softkey.
2. Swipe card, or enter badge number.
3. Tap the appropriate job, and tap Submit to confirm.
4. A confirmation of the accepted punch and transfer should display.
5. To clock out and end shift, swipe card at the end of a shift to punch out *without* choosing a job.

Step #5 is differs in the rare case that an employee needs to end a shift for one position and *immediately* begin a shift for another position. In that scenario, the employee should use the "Choose Job" softkey to select the next job they want to start working, and then swipe card or enter badge number. This will simultaneously end the shift for the first job and begin a new shift for the second job.

Revised by Elliott Lee
Last modified 8 months ago

Helpful?   89% found this useful