

UConn HEALTH

Time & Attendance System Web Based Users Guide



Prepared by the Department of Human Resources

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TABLE OF CONTENTS

	Page Number
Objectives	3
Introduction to the Time and Attendance System.....	4
Accessing KRONOS® Time & Attendance System	5
• Users of eHIMS, Banner, FAMIS, & other Java applications	5
• All Other Users	5
Logging On to Kronos	6
Installing JAVA Script	7
Creating an Icon	14
Getting Started	15
Navigating <i>My Timecard</i>	16
Reporting Time in <i>MyTimecard</i>	17
• RegularTime	17
• Holiday	18
• Non-Work/Non-Productive Time/Partial Day	19
• Compensatory Time Earned	22
• Adding/Deleting a Row	24
• Approving <i>My Timecard</i>	25
• Viewing Time Periods	26
• Printing <i>My Timecard</i>	27
Logging Off	28

OBJECTIVES

After completion of training employees will be able to:

- **Access the KRONOS® Time and Attendance System.**
- **Create a desktop icon to provide a shortcut to the KRONOS® log on screen.**
- **Log-in to the KRONOS® Time and Attendance System.**
- **Identify options on the Navigation Bar.**
- **Navigate your way around the *My Timecard* screen.**
- **Report regular time worked, holiday, non-worked/non-productive, partial, and compensatory time earned in *My Timecard*.**
- **Add/Delete a row in *My Timecard*.**
- **Approve *My Timecard*.**
- **View time periods.**
- **Print *My Timecard*.**
- **Log-off the KRONOS® Time and Attendance System.**

INTRODUCTION TO KRONOS® TIME AND ATTENDANCE SYSTEM

The KRONOS® Time and Attendance System is a computerized system for employees to report work time electronically instead of using paper time reports. This training manual will assist the Health Center's web based users (salaried employees) with navigation of this system.

The KRONOS® system offers the following benefits:

- Ensure accuracy by decreasing the chance for interpretation error.
- Provide employees with up-to-date feedback concerning accrued time.
- Enables system-wide modifications for uniform changes quickly and efficiently (i.e., bargaining unit contract changes).

For further information or questions concerning this training manual, contact:

Ken Lowell, Information Management (860) 679-2427

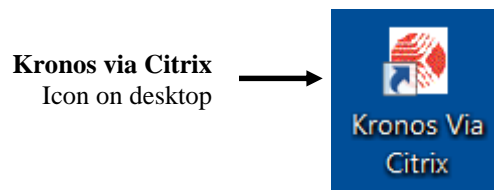
Brian Kleinhen, Payroll (860) 679-4061

ACCESSING KRONOS® TIME AND ATTENDANCE SYSTEM

Users of eHIMS, Banner, FAMIS, & other Java applications

You must access KRONOS from the new **KRONOS via Citrix** icon which has been installed on your desktop. Do not attempt to upgrade your version of Java without contacting the Help Desk (860-679-4400) as the newer version of Java may render those applications unusable.

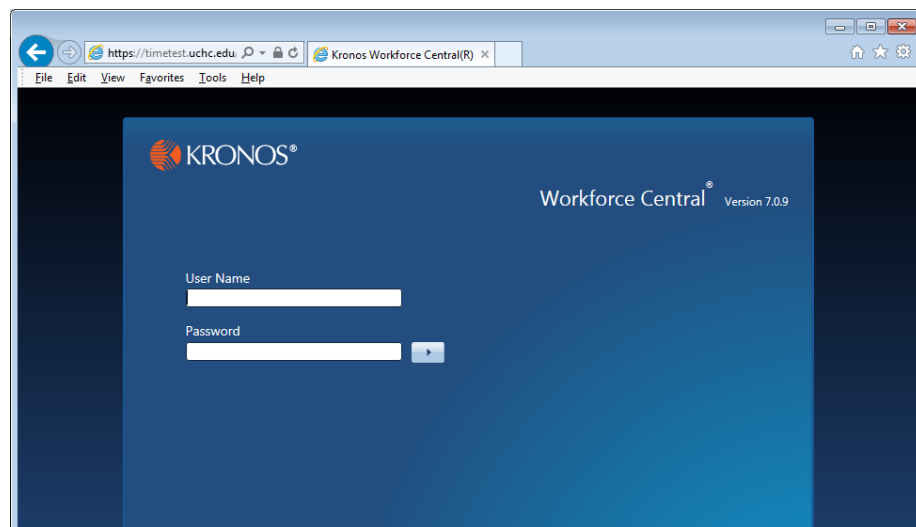
- Double Click on the **KRONOS via Citrix** icon on your desktop (see below).
Please note the first time you use the KRONOS via Citrix icon it may take some time to create your profile.



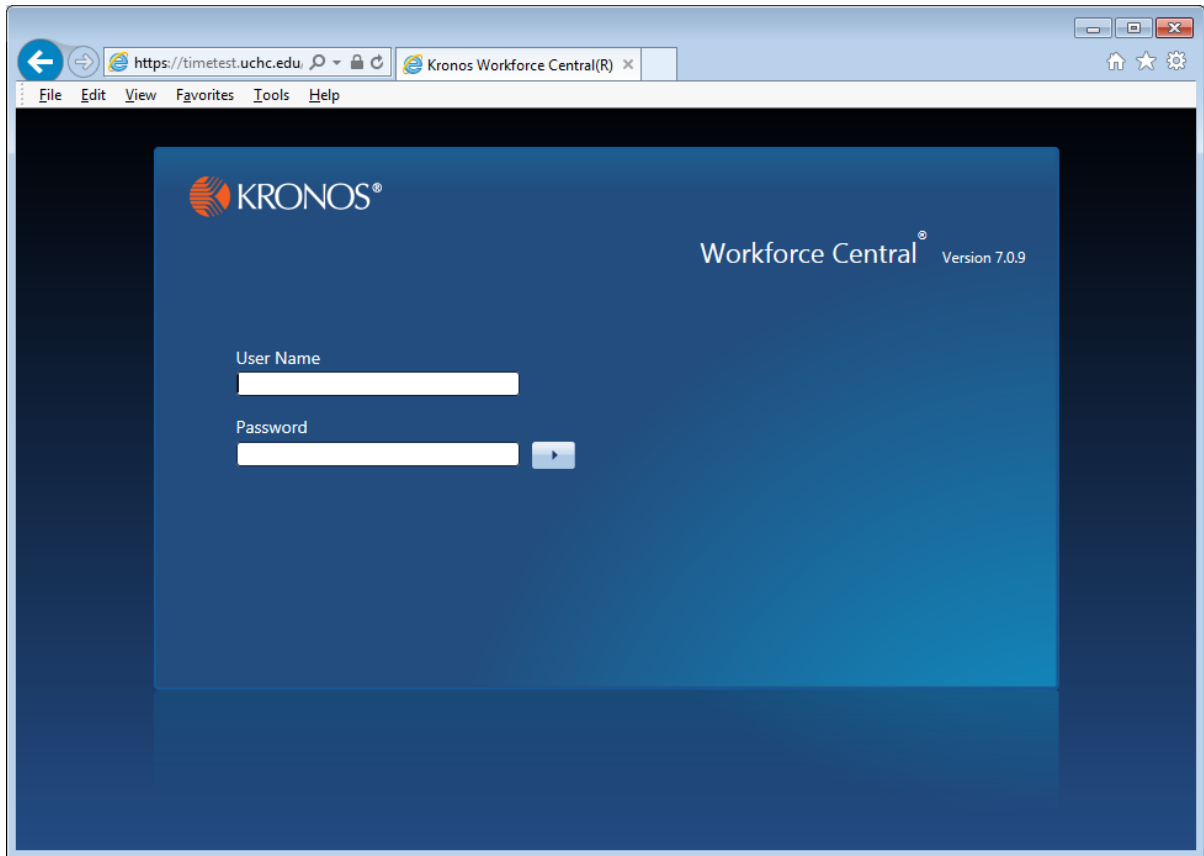
- Follow page 6 instructions for “Logging On” and then proceed to page 15, “Getting Started”.

All Other Users

- Using your Internet Explorer browser for a PC (Safari for a Mac), type in the following URL:
<https://timereport.uchc.edu/>.
- Press the “**Enter**” key. This will bring you to the log-on screen (see below).



LOGGING ON



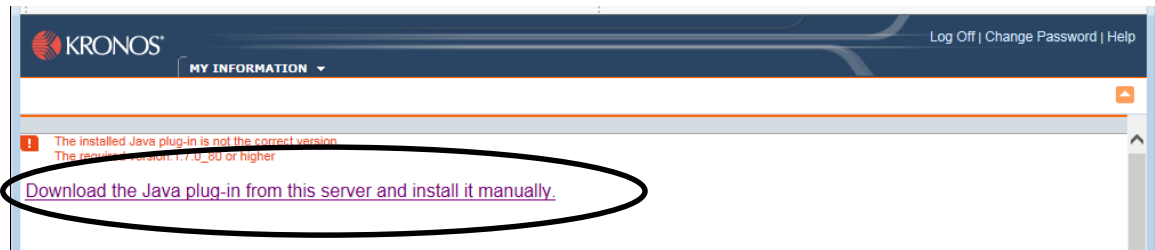
- Type in **Username and Password:**
- Your KRONOS username and password are the same as your UConn Health **network** username and password.
- Click **Log On** button on the right of the Password text box

INSTALLING JAVA SCRIPT

- After entering your username and password, you will be prompted with one of the three screenshots below:

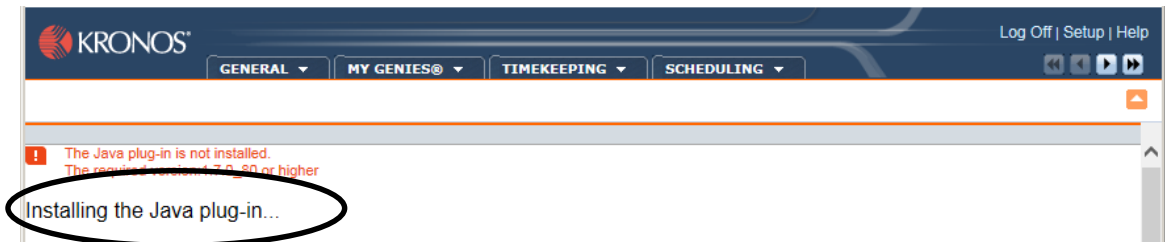
Screenshot 1: If following screenshot says “Download the Java plug in from this server and install it manually.” then **Click** this message and proceed to the next step.

**** If the Java Installer does not appear as in the next step after a few minutes, please call the Helpdesk at ext. 4400.**



Screenshot 2: If following screenshot says “Installing the Java plug in..”, then and proceed to the next step.

**** If the screen says “Installing the Java plug in..” and the Java Installer does not appear as in the next step after a few minutes, please call the Helpdesk at ext. 4400.**



Screenshot 3: Java is already installed. However, you may receive a Java message asking “Do you want to run the application” or a “Java Security” message proceed to the middle of page 11. Otherwise, proceed to page 14(Create Icon) or 15(Getting Started).

The screenshot shows the Kronos MY TIMECARD page. The user is ZUMBRANO2, CAR... with ID TMP2. The time period is Current Pay Period. The page displays two weeks of timecard data.

Week starting: Fri 3/04	Pay Code	Transfer	Fri 3/04	Sat 3/05	Sun 3/06	Mon 3/07	Tue 3/08	Wed 3/09	Thu 3/10	Total
Hours Worked			8.0			8.0	8.0	8.0	8.0	40.0
			8.0			8.0	8.0	8.0	8.0	40.0

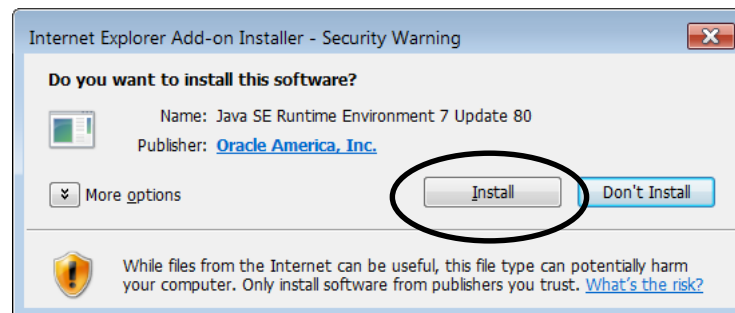
Week starting: Fri 3/11	Pay Code	Transfer	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total
Hours Worked			8.0			8.0	8.0	8.0	8.0	40.0
			8.0			8.0	8.0	8.0	8.0	40.0

At the bottom, there are tabs for TOTALS & SCHEDULE, ACCRUALS, AUDITS, and SIGN-OFFS, REQUESTS & APPROVALS.

- Click “Yes” to allow the following program to make changes to this computer.



- Click on “Install” to begin the installation process.



- See screen below. Click on “Install >”.



- See screen below. Java is installing, wait to complete.



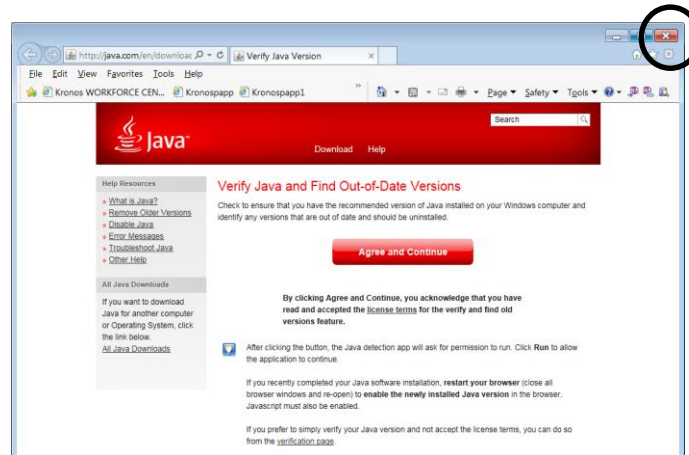
- See screen below. Click “Next >”.



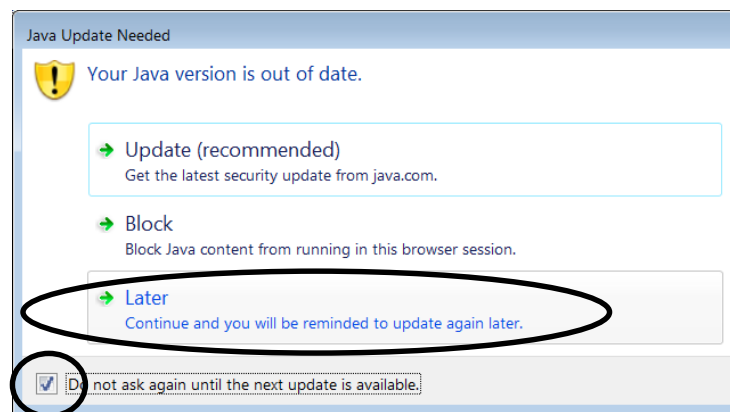
- See screen below. Java completed installing. Click “Close”.



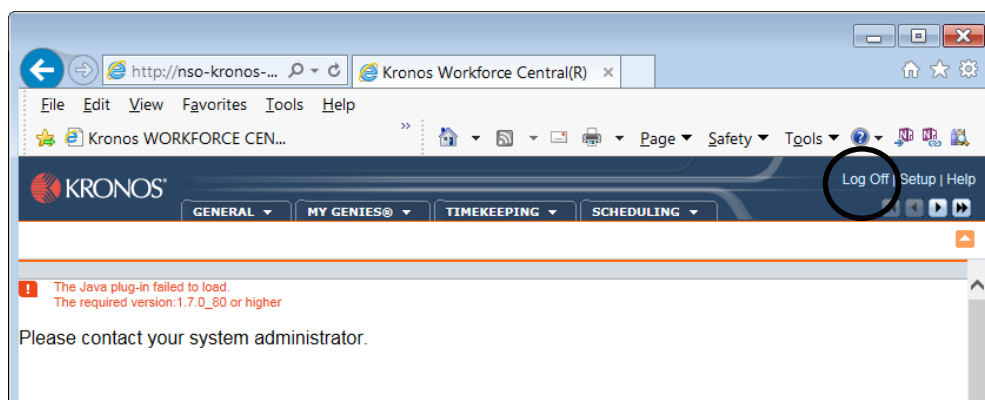
- If after clicking Finish, you are re-directed to the Java website, just **Close, X**, out of the Java website



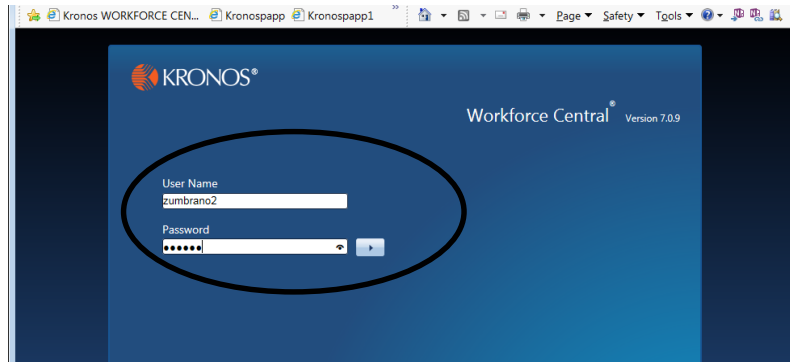
- See screen below. If the following message appears, put **Check** in box for “Do not ask again until the next update is available” and then click “Later”.



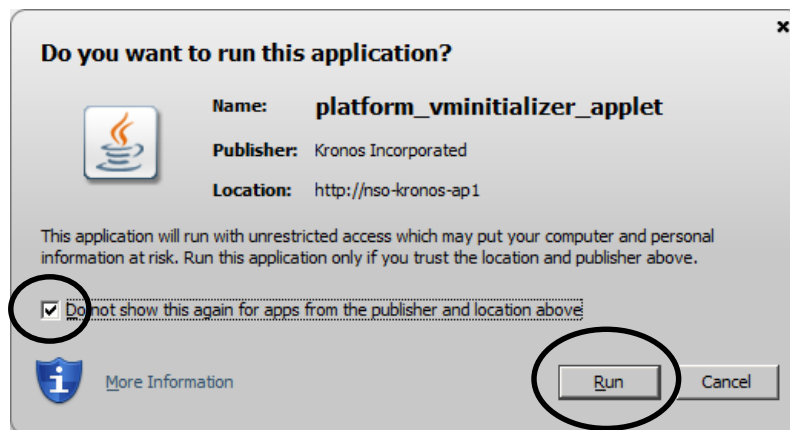
- See screen below. Click “Log Off”. Java has already been installed.



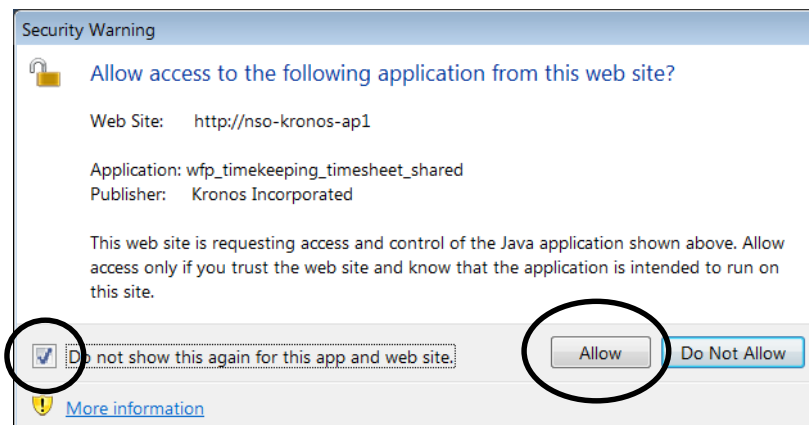
- See screen below. Log back into Kronos with network username & password.



- See screen below. If following warning appears, *always* put **Check** in box for “Do not show this again for apps from this publisher and location above” and *always* click “Run”. *If the following warning does not appear, go to the next step.*



- See screen below. If following warning appears, *always* put **Check** in box for “Do not show this again for this app and website.” and *always* click “Allow”. *If the following warning does not appear, go to the next step.*



DISABLING JAVA AUTOMATIC UPDATES

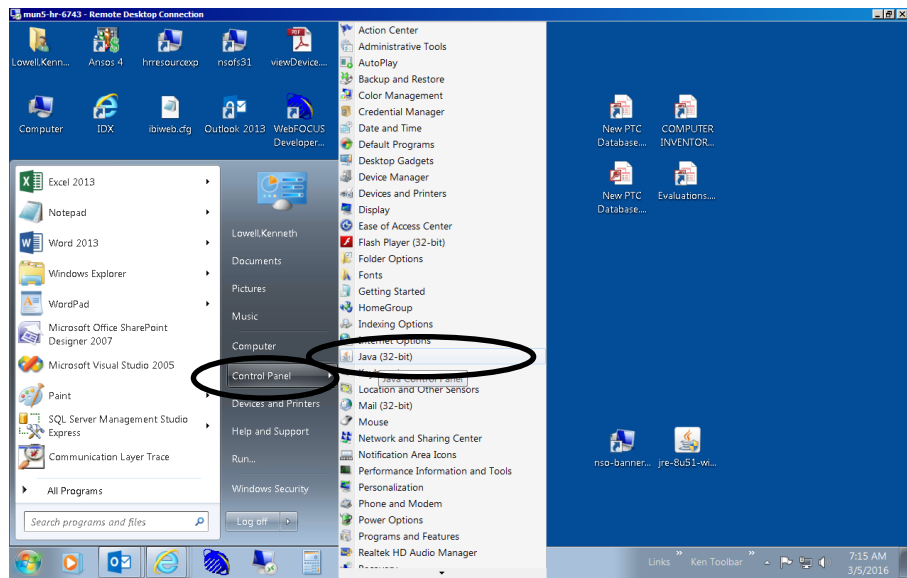
Note: If you are unable to disable Java automatic updates below, then 64 bit Java versions earlier than Java 7 update 80 must be uninstalled from your computer.

- See screen below. **Left** click the on the **Windows Start** button on the Windows task bar. Normally located at the bottom left corner of your screen.

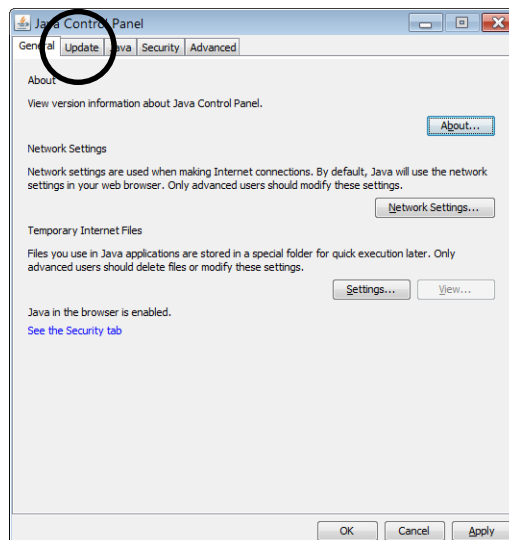
Windows Start Button



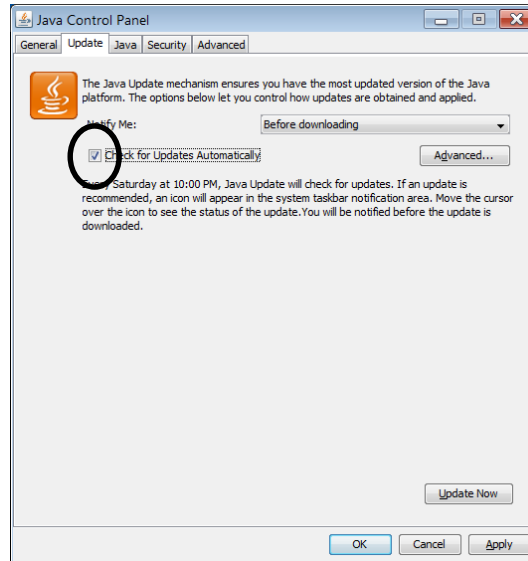
- Click “Control Panel” and then click “Java Control Panel”.



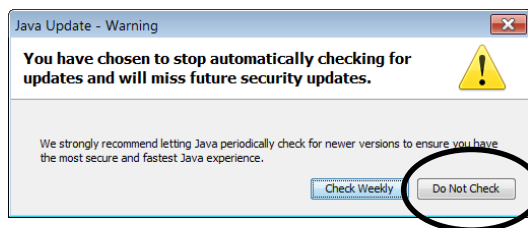
- See screen below. Click “Update” Tab in the Java Control Panel.



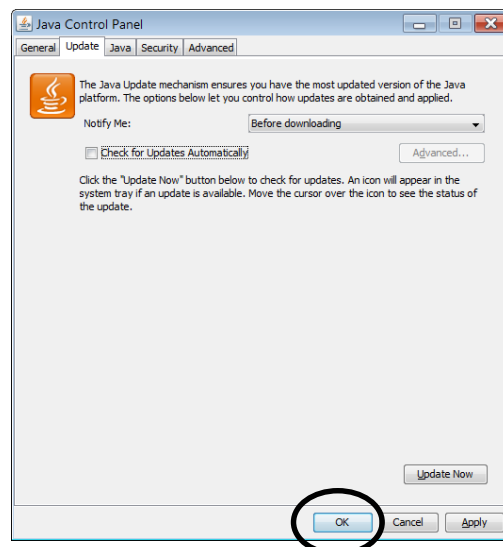
- See screen below. **Remove** check next to “**Check for Updates Automatically**”.



- See screen below. Click “**Do Not Check**”.



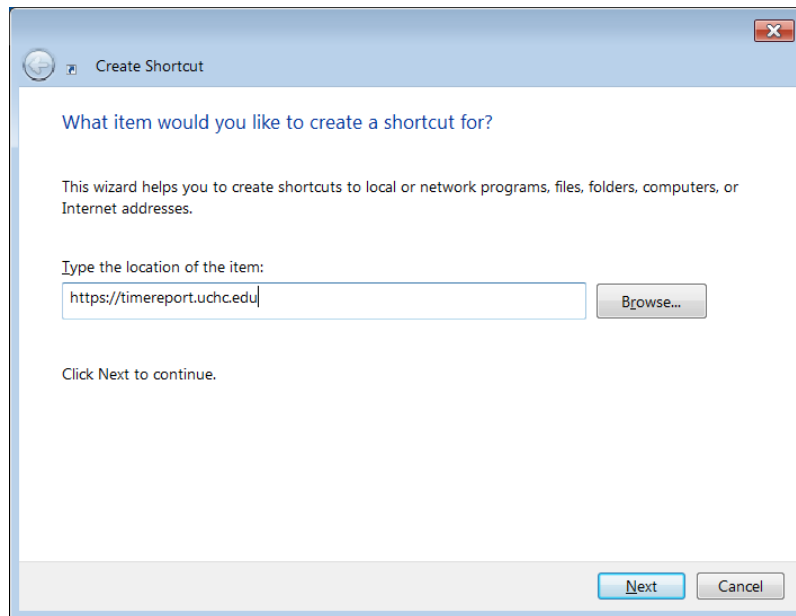
- See screen below. Click “**OK**” to close out Java screen.



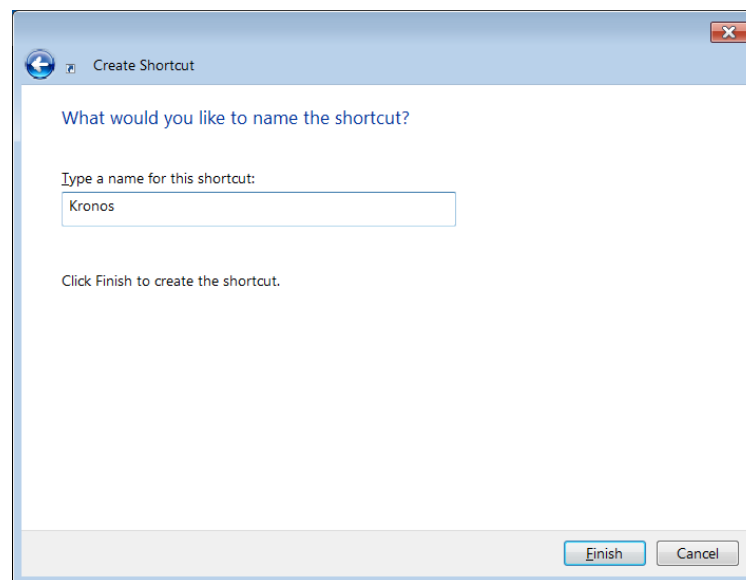
- Continue to “**Creating An Icon**” on next page.

CREATING AN ICON

- Go to your desktop.
- Using your mouse, right click anywhere in the desktop area. A drop-down menu will appear. Select “New.” Left click on “Shortcut.” The following screen will appear. Type in the following URL: <https://timereport.uchc.edu/> . Click on “Next.”



- The following screen will appear (see screen below.) Type in the word “**Kronos**” for the short-cut name, then click on “**Finish**” and the shortcut installation will be complete.



You are now ready to log on to **KRONOS®** by double-clicking the desktop icon.

GETTING STARTED

- The screen below is the starting point for all KRONOS® activities once you log on.

Navigation Bar

Navigation Bar

MY TIMECARD

Loaded: 9:05AM

Name & ID: ZUMBRANO2, CAR... TMP2

Time Period: Current Pay Period

Week starting: Fri 3/04

Pay Code	Transfer	Fri 3/04	Sat 3/05	Sun 3/06	Mon 3/07	Tue 3/08	Wed 3/09	Thu 3/10	Total
X	Hours Worked								

Week starting: Fri 3/11

Pay Code	Transfer	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total
X	Hours Worked								

TOTALS & SCHEDULE ACCRUALS AUDITS

All

Account	Pay Code	Amount
---------	----------	--------

Navigation Bar:

My Timecard – Default screen where you enter, edit, view, and approve your time worked.

Log Off – Click here to log off Kronos (upper-right of screen).

Help – Where to go to receive assistance for completing tasks (upper-right of screen).

NAVIGATING MY TIMECARD

Click down arrow to change Time Period View

Log Off

The screenshot shows the Kronos MY TIMECARD web application. At the top, there's a browser window with the URL <https://timetest.uchc.edu/wfc/applicati>. Below the browser, the Kronos logo and 'MY INFORMATION' dropdown are visible. The main section is titled 'MY TIMECARD' and shows 'Loaded: 9:05AM'. It includes fields for 'Name & ID' (ZUMBRANO2, CAR...) and 'Time Period' (Current Pay Period). A dropdown arrow next to 'Time Period' is highlighted with an arrow pointing to the text 'Click down arrow to change Time Period View'. Below this, there are tabs for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'TOTALS & SCHEDULE' tab is selected and highlighted with an arrow pointing to the text 'These three tabs are used for viewing the currently selected time period.' To the right of these tabs, there's a three-dot menu icon. An arrow points to this icon with the text 'Click & drag ... up or down to make tabs area wider/narrower'. In the top right corner, there's a 'Log Off' link, which is circled and has an arrow pointing to it with the text 'Log Off'. The main content area displays two weekly timecard grids. The first grid is for 'Week starting: Fri 3/04' and the second is for 'Week starting: Fri 3/11'. Each grid has columns for days of the week and a 'Total' column. The 'Hours Worked' column is highlighted in orange. Below the grids, there's a section for 'Account', 'Pay Code', and 'Amount'.

These three tabs are used for viewing the currently selected time period.

Click & drag ... up or down to make tabs area wider/narrower

REPORTING TIME IN *MY TIMECARD*

Below is a listing of the variations of recording time in *My Timecard*:

- Reporting Regular Time
- Reporting Time on a Holiday
- Reporting Non-worked/Non-Productive Time or Partial Worked Day (i.e. sick, vacation, personal, jury duty, etc.)
- Reporting Compensatory Time Earned
- Adding/Deleting A Row
- Approving My Timecard
- Viewing Time Periods
- Printing My Timecard

Reporting Regular Time

1. In the Hours Worked Row, record the number of hours worked in the appropriately dated cell. (See example below.)
2. Click Save.
3. Click Actions and then click Refresh to view your current biweekly totals.
4. If no reporting changes are necessary you are ready to approve your timecard (page 25).

Actions **Recorded Worked Time**

Save

Hours Worked

Biweekly Totals

Week starting: Fri 3/04	Fri 3/04	Sat 3/05	Sun 3/06	Mon 3/07	Tue 3/08	Wed 3/09	Thu 3/10	Total
Hours Worked	8.0			8.0	8.0	8.0	8.0	48.0

Week starting: Fri 3/11	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total
Hours Worked	8.0			8.0	8.0	8.0	8.0	48.0

Account	Pay Code	Amount
006/31010/A/CXXX	010 - BASE EARNINGS	80.0

Reporting Holiday Time

- In order to record time on a holiday on a normally scheduled workday, do the following:
 - Insert a row by clicking on the + icon.
 - In the inserted row, click the “**hours worked**” cell in the Pay Code column.
 - Click the down arrow in the Pay Code column. Be sure to expand this window (click and drag) so that you can read the full pay code option!
 - Click the pay code **150b - Holiday Credit Salaried** from the pay code menu.
 - Click in the cell under the observed holiday in the same row as the inserted pay code.
 - Enter the number of hours for a regular day worked. (See example below.)
 - Click **Save** on the Task Bar.
 - Click **Actions** on the Task Bar and then click **Refresh** to view your current biweekly totals.

Holiday Pay Code

8 hours entered

Inserted Row

Refreshed Totals

Week starting: Fri 3/04	Pay Code	Transfer	Fri 3/04	Sat 3/05	Sun 3/06	Mon 3/07	Tue 3/08	Wed 3/09	Thu 3/10	Total
	Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
			8.0			8.0	8.0	8.0	8.0	40.0

Week starting: Fri 3/11	Pay Code	Transfer	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total
	Hours Worked		8.0			8.0	8.0	8.0	8.0	32.0
	150b - HOLID...		8.0			8.0	8.0	8.0	8.0	40.0

Account	Pay Code	Amount
005/31010/A/C/XXXX	150b - HOLIDAY CREDIT SALARIED	8.0
005/31010/A/C/XXXX	010 - BASE EARNINGS	72.0

- In order to record **time worked on a holiday** follow Step 1 above. Next, follow the instructions on page 22 for Reporting Compensatory Time Earned.

Reporting Non-Worked/Non-Productive Time or a Partial Worked Day (i.e. sick, vacation, personal, jury duty, etc.)

1. In order to record **non-worked/non-productive time** you will need to:

- Insert a row by clicking on the +↵ icon. (See **Example A**).
- In the inserted row, click the “**hours worked**” cell in the Pay Code column (See **Example A**).
- Click the down arrow in the Pay Code column and select the appropriate pay code from the drop-down list. Be sure to expand this window (click and drag) so that you can read the full pay code option (See **Example B**).
- Select the appropriate choice from the pay code menu (See **Example B**).
- Click in the cell under the appropriate day in the same row as the inserted pay code.
- Enter the appropriate number of non-worked/non-productive hours (See **Example C**).
- Click **Save** on the Task Bar
- Click **Actions** on the Task Bar and then click **Refresh** to view your current biweekly totals.

Example A

To expand the column width, point your cursor on the right margin line then click and drag the double pointed arrow ↔.

Save Button

Click to insert row

Week starting: Fri 3/04	Transfer	Fri 3/04	Sat 3/05	Sun 3/06	Mon 3/07	Tue 3/08	Wed 3/09	Thu 3/10	Total
Pay Code									
Hours Worked									

Week starting: Fri 3/11	Transfer	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total
Pay Code									
Hours Worked									

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount
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Pay Code Drop-down Menu

Example B

Available pay codes may be accessed by clicking within the Hours Worked cell. A drop-down menu will appear.

Remember to Save

Inserted Row

The screenshot shows the Kronos Workforce Central interface. The 'MY TIMECARD' section is active, displaying a list of pay codes on the left and a table for time entry. The table has columns for days of the week (Fri 3/04, Sat 3/05, Sun 3/06, Mon 3/07, Tue 3/08, Wed 3/09, Thu 3/10) and a 'Total' column. The 'Hours Worked' cell for Friday, 3/04, is highlighted, and an arrow points to it, indicating where to click to access the pay code dropdown menu.

Example: Carl called out sick on Monday, 3/6. See example below, 8 hours sick time used.

Example C

8 hours entered

Sick Leave Pay Code

Inserted Row

Refreshed Totals

The screenshot shows the Kronos Workforce Central interface with an inserted row for Sick Leave. The 'MY TIMECARD' section is active, displaying a list of pay codes on the left and a table for time entry. The table has columns for days of the week (Fri 3/04, Sat 3/05, Sun 3/06, Mon 3/07, Tue 3/08, Wed 3/09, Thu 3/10) and a 'Total' column. The 'Hours Worked' cell for Monday, 3/06, is highlighted, and an arrow points to it, indicating where to click to access the pay code dropdown menu. Another arrow points to the 'Sick Leave Pay Code' (180b - SICK LEAVE SALARIED) in the dropdown menu. A third arrow points to the '8 hours entered' in the 'Total' column for Monday, 3/06. A fourth arrow points to the 'Refreshed Totals' section at the bottom, which shows the updated totals for the week.

2. In order to record a **partial day worked with non-worked/non-productive time** you will need to:
 - Insert a row by clicking on the +↵ icon.
 - In the inserted row, click the “**hours worked**” cell in the Pay Code column. (See example below.)
 - Click the down arrow in the Pay Code column and select the appropriate pay code from the drop-down list. Be sure to expand this window (click and drag) so that you can read the full pay code option! (See example below.)
 - Select the appropriate choice from the pay code menu (See example below.)
 - Click in the cell underneath the appropriate day in the same row as the inserted pay code.
 - Enter the appropriate number of non-worked/non-productive hours. (See example below.)
 - Click **Save** on the Task Bar
 - Click **Actions** on the Task Bar and then click **Refresh** to view your current biweekly totals.

Example: Carl took 4 hours of vacation on Friday, 3/11. See example below.

The screenshot shows the Kronos Workforce Central interface. The browser address bar displays <https://timetest.uchc.edu/wfc/applicatio>. The user is logged in as ZUMBRANO2, CAR... with the role TMP2. The interface shows two timecard weeks. The first week starts on Fri 3/04 and ends on Thu 3/10. The second week starts on Fri 3/11 and ends on Thu 3/17. In the second week, a new row has been inserted for Friday, 3/11, with 4.0 hours worked under the pay code 170b - VACATION SALARIED. The 'TOTALS & SCHEDULE' section at the bottom shows the account 00631010/AC/XX/XX with a total amount of 76.0, which includes 4.0 for vacation and 76.0 for base earnings.

4 hours of Worked Time entered → Points to the 4.0 hours entered for Friday, 3/11.

4 hours of Vacation entered → Points to the 4.0 hours entered for Friday, 3/11.

Inserted Row → Points to the new row for Friday, 3/11.

Vacation Pay Code → Points to the dropdown menu showing 170b - VACATION SALARIED.

Refreshed Totals → Points to the 'TOTALS & SCHEDULE' section showing the updated totals.

Week starting: Fri 3/04	Pay Code	Transfer	Fri 3/04	Sat 3/05	Sun 3/06	Mon 3/07	Tue 3/08	Wed 3/09	Thu 3/10	Total
	Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
			8.0			8.0	8.0	8.0	8.0	40.0

Week starting: Fri 3/11	Pay Code	Transfer	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total
	Hours Worked		4.0			8.0	8.0	8.0	8.0	36.0
	170b - VACATION SALARIED		4.0							4.0
			8.0			8.0	8.0	8.0	8.0	40.0

Account	Pay Code	Amount
00631010/AC/XX/XX	170b - VACATION SALARIED	4.0
00631010/AC/XX/XX	010 - BASE EARNINGS	76.0

Reporting Compensatory Time Earned (i.e. Holiday Worked)

1. In order to record compensatory time earned you will need to:

- Insert a row by clicking the +↵ icon.
- Click in the **Transfer** column.
- Click the down arrow in the Transfer column.
- Click on **Search**, a Select Transfer dialog box will appear (see page 23).
- Click on the down arrow in the **Work Rule** area of the dialog box.
- Select and click on available comp. time work rule (i.e., **Salaried Exempt Comp. Time** shown below). (Note: Selection will appear in the drop-down menu)
- Click **OK**
- Click in the cell underneath the appropriate day in the same row as inserted Transfer.
- Enter the appropriate number of compensatory hours earned
- Click **Save**
- Click **Actions** and then click **Refresh** to view your current biweekly totals.
- See example on page 23 of completed comp. time entry

Inserted Row **Transfer Column** **Drop-down Arrow**

Search

Select Transfer Dialog Box

OK

Work Rule Search Menu

Example: Carl worked on Good Friday, 3/25. He earned 8 hours of compensatory time.

Click/Save

Actions

Account	Pay Code	Amount
006/31010/A/C/XXXX	150b - HOLIDAY CREDIT SALARIED	8.0
006/31010/A/C/XXXX	010 - BASE EARNINGS	72.0
006/31010/A/C/XXXX	195 - COMP TIME EARNED	8.0

Salaried Exempt
Comp Time

8 hrs Comp
Time Earned

Adding/Deleting a Row

In some cases it may be necessary to add or delete a row in My Timecard such as when performing paycode edits or workrule transfers. There are icons to the left of each date that enable you to add or delete a row.

To **add** a row, click on the + icon. (See example below.)

Drop Down
Arrow Icon

The screenshot shows the Kronos My Timecard interface. A black arrow points to a small icon in the first column of the timecard grid, which is used to add a new row. The interface includes a header with the Kronos logo, a navigation bar with 'MY INFORMATION', and a main section titled 'MY TIMECARD'. Below this, there are tabs for 'Save', 'Actions', 'Amount', 'Accruals', 'Comment', and 'Approvals'. The timecard grid displays two weeks of data, with columns for dates from Friday 3/04 to Thursday 3/10 and Friday 3/11 to Thursday 3/17. The 'Hours Worked' column is highlighted in orange. At the bottom, there are sections for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'.

- To **delete** a row, click on the **X** icon on the row you wish to delete. (See example below.)
- Click **Save**. (This will finalize the row removal.)

X Icon

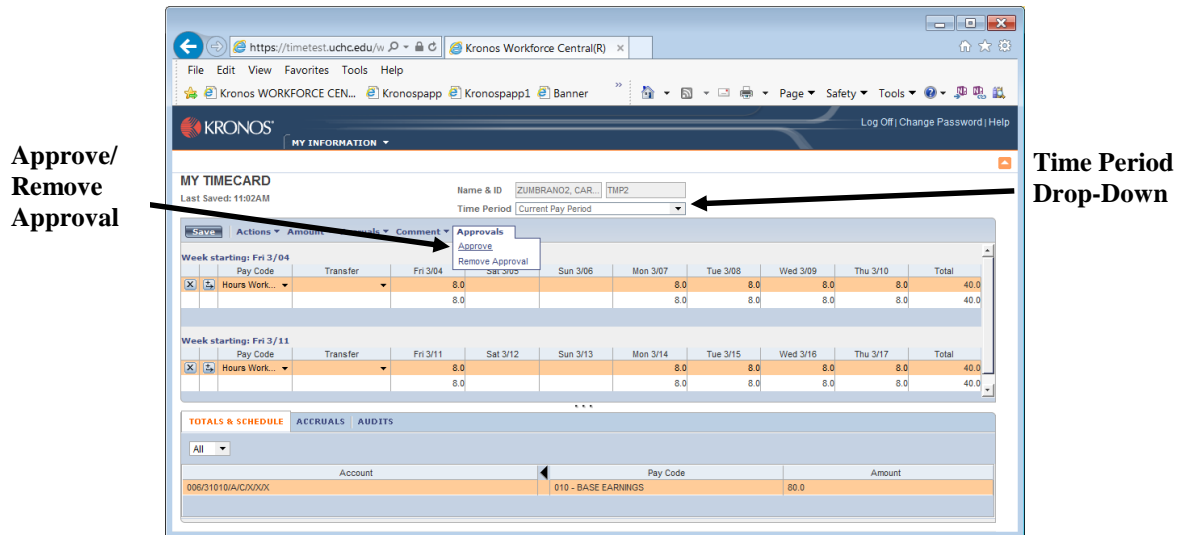
The screenshot shows the same Kronos My Timecard interface as the previous one, but with a black arrow pointing to the 'X' icon in the first column of the timecard grid, which is used to delete a row. The interface elements are identical to the previous screenshot, including the header, navigation bar, 'MY TIMECARD' section, tabs, and the timecard grid.

Approving My Timecard

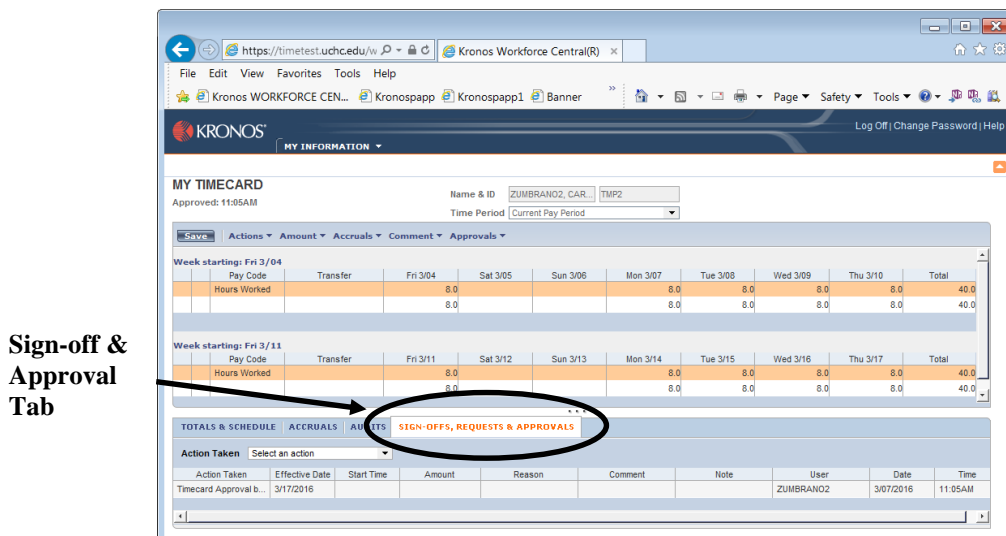
You must approve your timecard when it is complete, accurate, and ready for your supervisor's approval. Once you have approved your timecard, you will be unable to make further edits. (Note: During the supervisor's approval process, he or she has the ability to edit your timecard.)

In order to **approve** your timecard:

- Select the pay period you wish to approve by clicking on the down arrow in the **Time Period** field. (Note: The time period defaults to the Current Pay Period.) See example.
- Click **Approvals** on the task bar.
- Click **Approve** on the drop-down menu. (Note: You can remove your approval by clicking on **Remove Approval** on the drop-down menu.)



After clicking **Approve**, a Sign-off and Approvals tab will appear at the bottom half of the time sheet. See example below.



Viewing Time Periods

In order to look up time periods, do the following:

- Click the down arrow in the Time Period text box.
- Click on the appropriate time period on the drop-down menu and the selected time period will appear.

Time Period **Down Arrow**

The screenshot shows the Kronos Workforce Central interface. The 'Time Period' dropdown menu is open, showing options: Previous Pay Period, Current Pay Period (highlighted), Next Pay Period, Today, Yesterday, Week to Date, Last Week, 3/07/2016, Specific Date, and 3/07/2016 - 3/07/2016, Range of Dates. The interface also displays a 'MY TIMECARD' section with a table of hours worked for two weeks, and a 'SIGN-OFFS, REQUESTS & APPROVALS' section at the bottom.

MY TIMECARD
Approved: 11:05AM

Name & ID: ZUMBRANO2, CAR... TMP2

Time Period: Current Pay Period

Previous Pay Period
Current Pay Period
Next Pay Period
Today
Yesterday
Week to Date
Last Week
3/07/2016, Specific Date
3/07/2016 - 3/07/2016, Range of Dates

Week starting: Fri 3/04

Pay Code	Transfer	Fri 3/04	Sat 3/05	Sun 3/06	Mon 3/07	Tue 3/08	Wed 3/09	Thu 3/10	Total
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
		8.0			8.0	8.0	8.0	8.0	40.0

Week starting: Fri 3/11

Pay Code	Transfer	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
		8.0			8.0	8.0	8.0	8.0	40.0

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVALS

Action Taken: Select an action

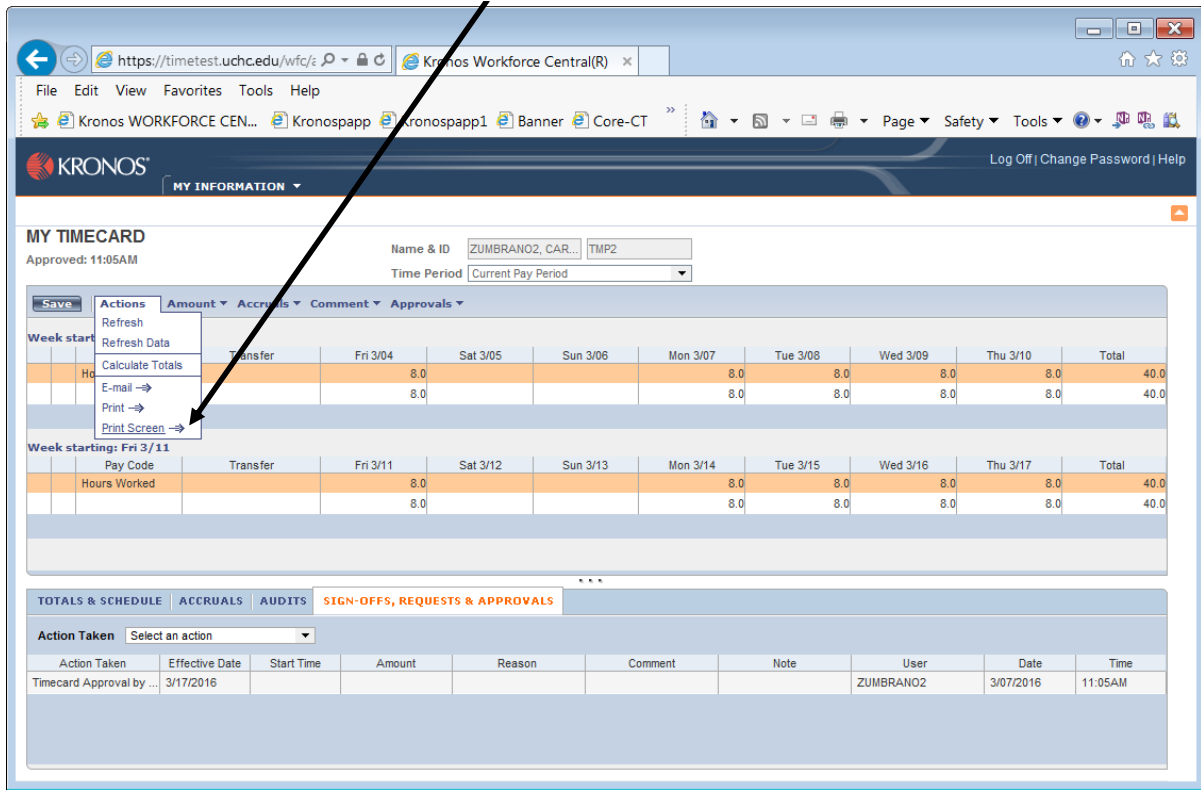
Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
Timecard Approval by ...	3/17/2016						ZUMBRANO2	3/07/2016	11:05AM

Printing My Timecard

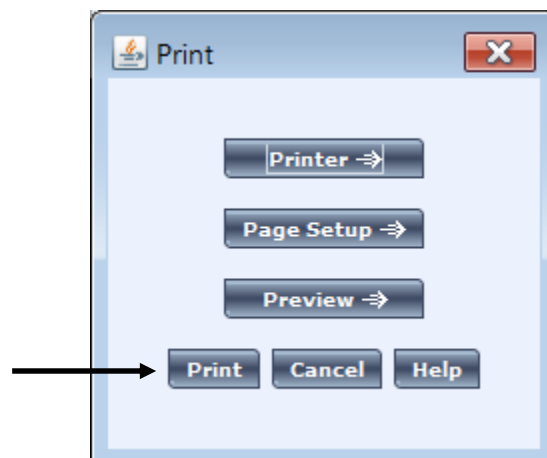
KRONOS® gives you the option to print a hard copy of My Timecard. In order to print a screen shot of your time entry do the following:

- Click on **Actions** on the task bar (a drop-down menu will appear).
- Click on **Print Screen** --> on the drop-down menu.

Print Screen



A Print dialogue box will appear. Click on the **Print** button to print My Timecard.



Logging Off

To log-out of the system when working in My Timecard, be sure to click the **Log Off** option located on the Navigation Bar.

Log Off

MY TIMECARD
Approved: 11:05AM
Name & ID: ZUMBRANO2, CAR... TMP2
Time Period: Current Pay Period

Week starting: Fri 3/04

Pay Code	Transfer	Fri 3/04	Sat 3/05	Sun 3/06	Mon 3/07	Tue 3/08	Wed 3/09	Thu 3/10	Total
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
		8.0			8.0	8.0	8.0	8.0	40.0

Week starting: Fri 3/11

Pay Code	Transfer	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Total
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
		8.0			8.0	8.0	8.0	8.0	40.0

TOTALS & SCHEDULE | ACCRUALS | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS

Action Taken: Select an action

Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
Timecard Approval b...	3/17/2016						ZUMBRANO2	3/07/2016	11:05AM

****If you are logged on for a period of time without the KRONOS® Workforce Central System detecting any activity, the system will automatically log you off.**