UCONN HEALTH

Kronos Faculty Users Guide

Prepared by the Department of Human Resources

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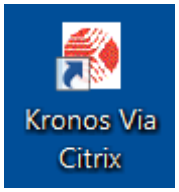
ACCESSING KRONOS® TIME AND ATTENDANCE SYSTEM

UCHC Domain Users - Please use this method if you have the "Kronos Via Citrix" icon on your desktop.

- 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.

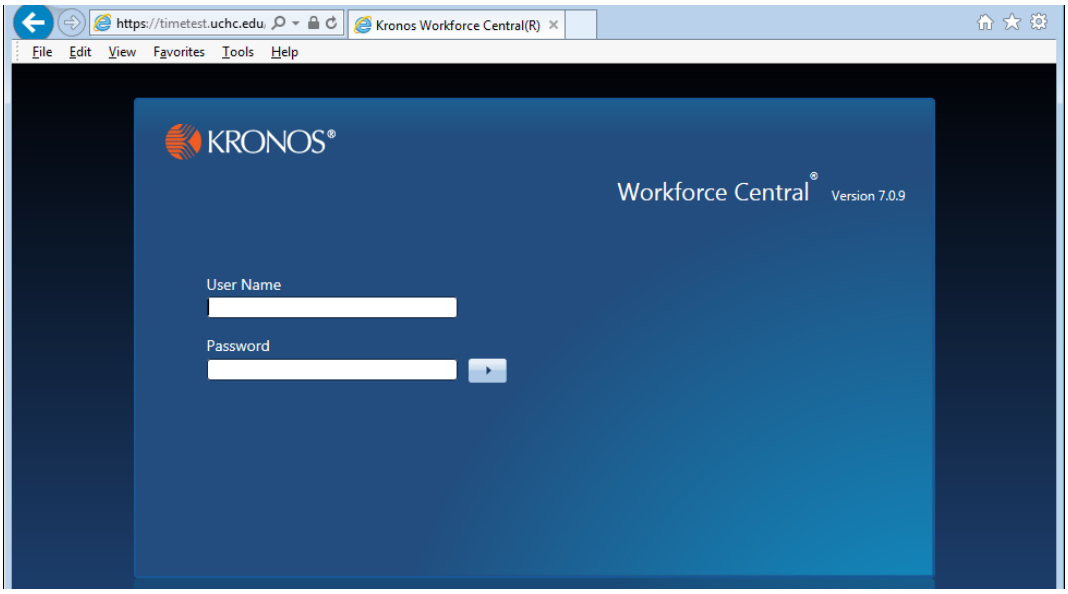
Kronos via Citrix
Icon on desktop →



Non-UCHC Domain Users

- Go to the following link: https://timereport.uchc.edu
  The Kronos link above requires Java JRE 1.7 update 80 or greater, in which you may be prompted to install upon logging in below.

LOGGING ON

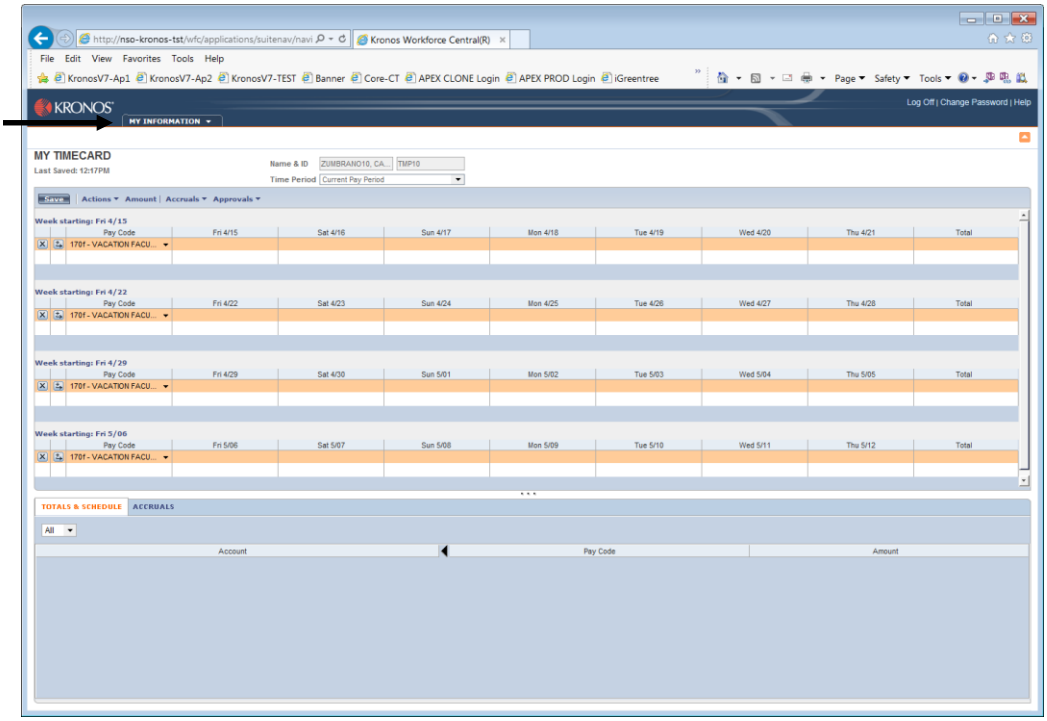


- Type in **Username and Password:**
- Your KRONOS username and password are the same as your UConn Health **network** username and password.
- Click **Log On** button on the right of the Password text box

GETTING STARTED

- The screen below is the starting point for all KRONOS® activities once you log on. ***Note: Time approvers*** *will need to click on the "My Information" tab on the Navigation Bar and then click "My Timecard" to access the My Timecard screen.*

Navigation Bar/ My Information tab



Navigation Bar:

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

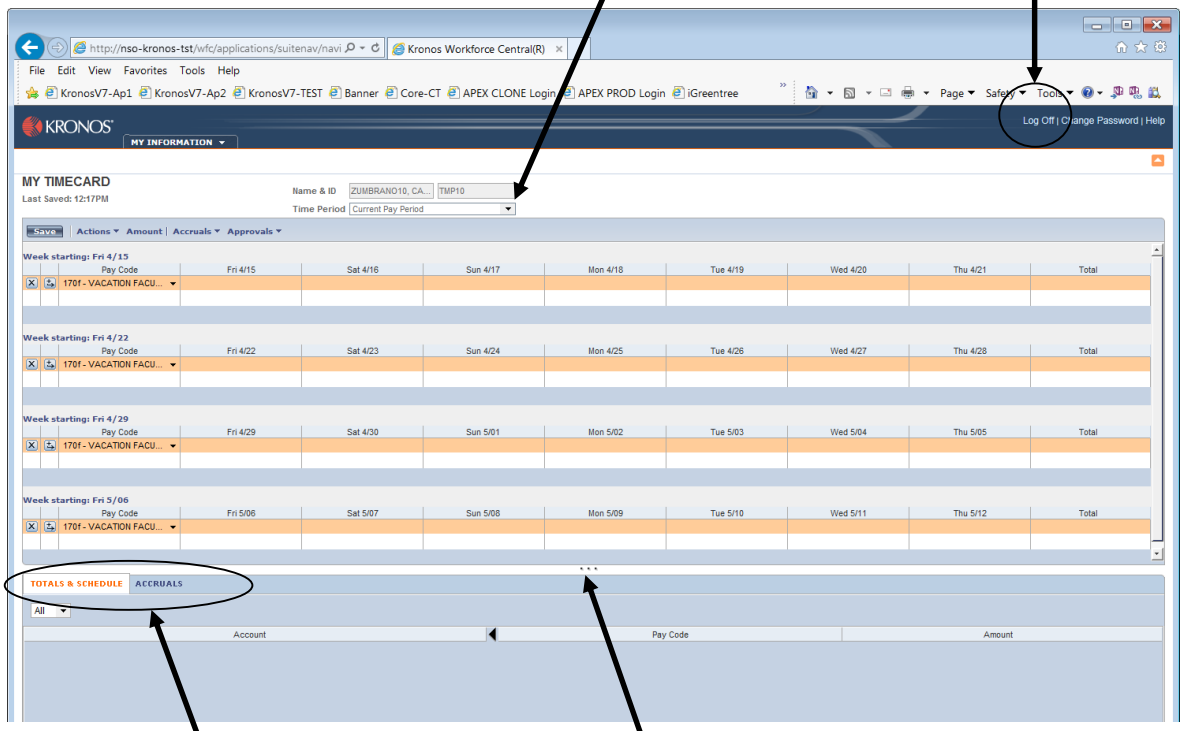
Log Off – Click here to log off Kronos (upper-right of screen).

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



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

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

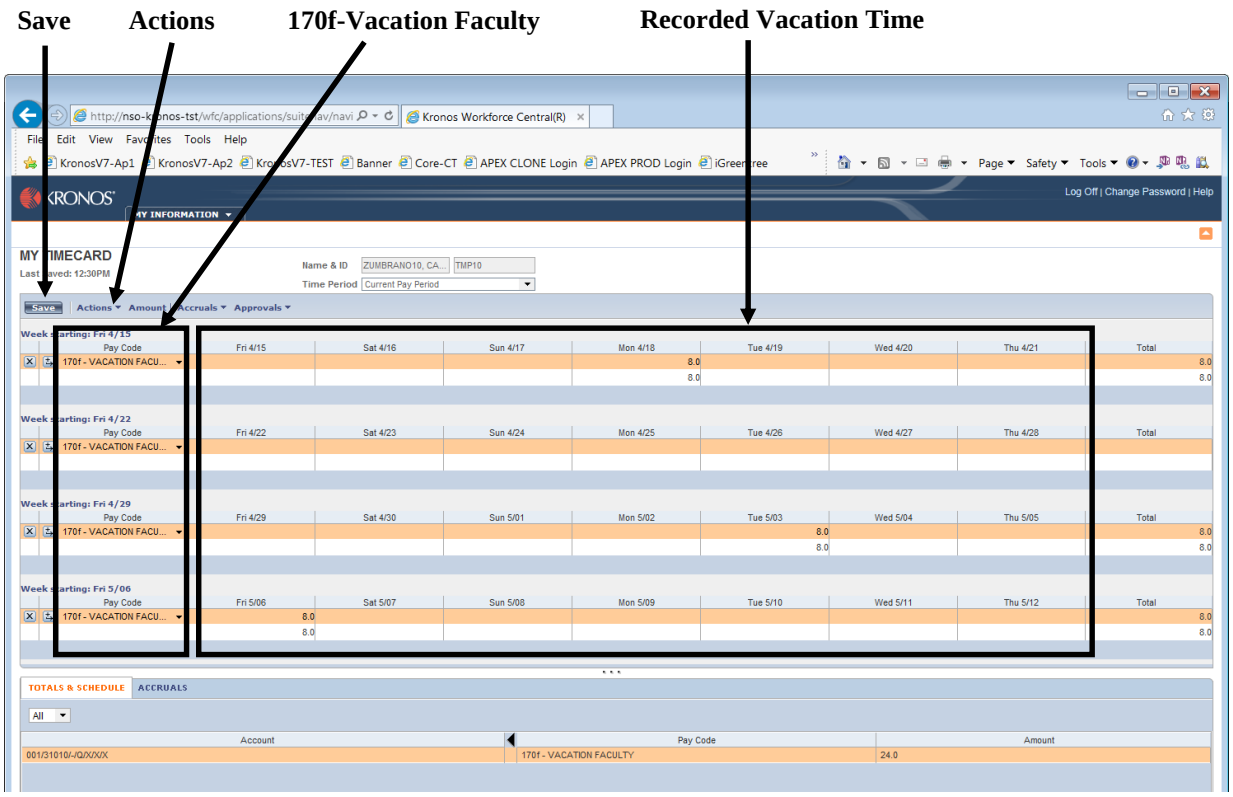
REPORTING VACATION TIME IN *MY TIMECARD*

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

- **Reporting Vacation Time**
- **Adding/Deleting A Row**
- **Approving My Timecard**
- **Viewing Time Periods**
- **Printing My Timecard**

Reporting Vacation Time

1. In the **170f-Vacation Faculty** row, record the number of vacation hours taken in the appropriately dated cell. (See example below.)
2. Click **Save**.
3. Click **Actions** and then click **Refresh** to view your current totals.
4. If no reporting changes are necessary you are ready to approve your timecard (page 8).

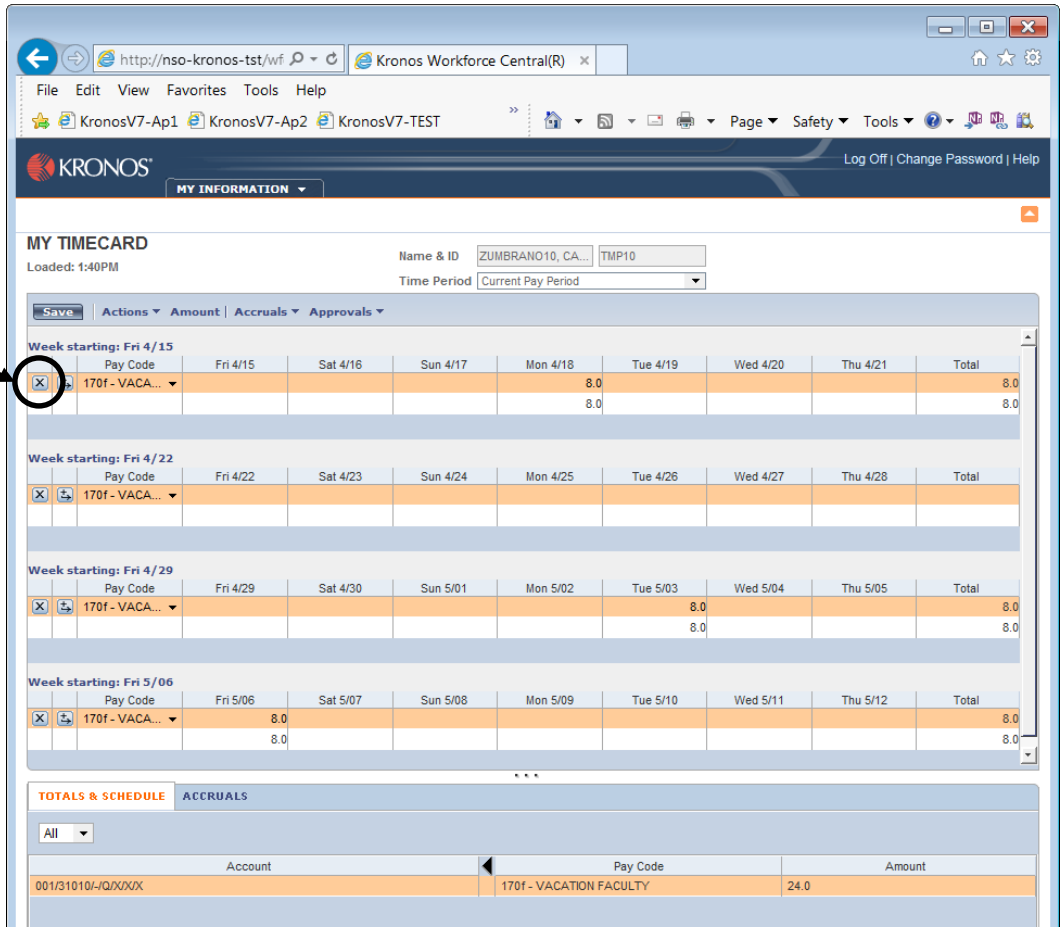


Deleting a Row

In some cases it may be necessary to delete a row in My Timecard.

- 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 to delete row



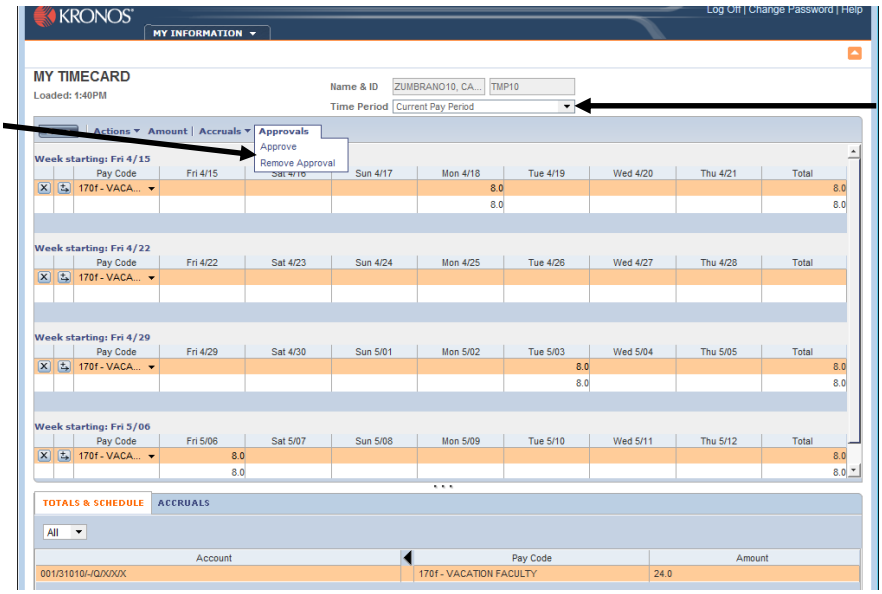
Approving My Timecard

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.)

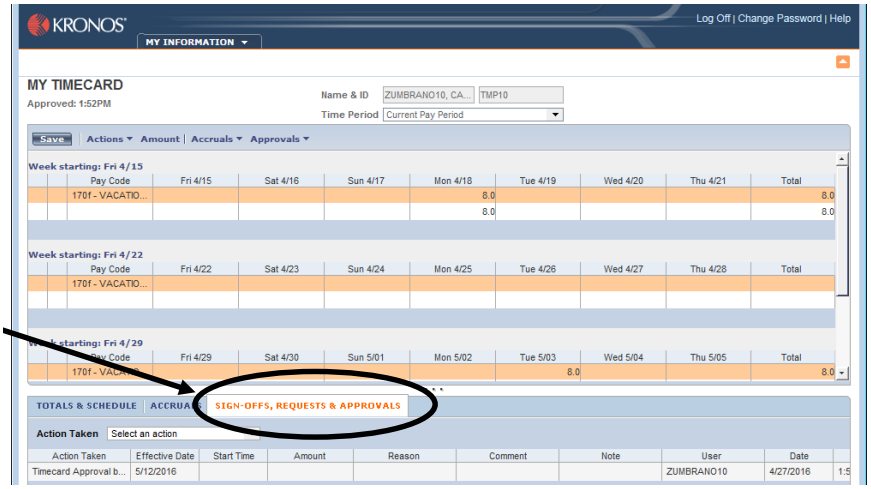
Approve/ Remove Approval



Time Period Drop-Down

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

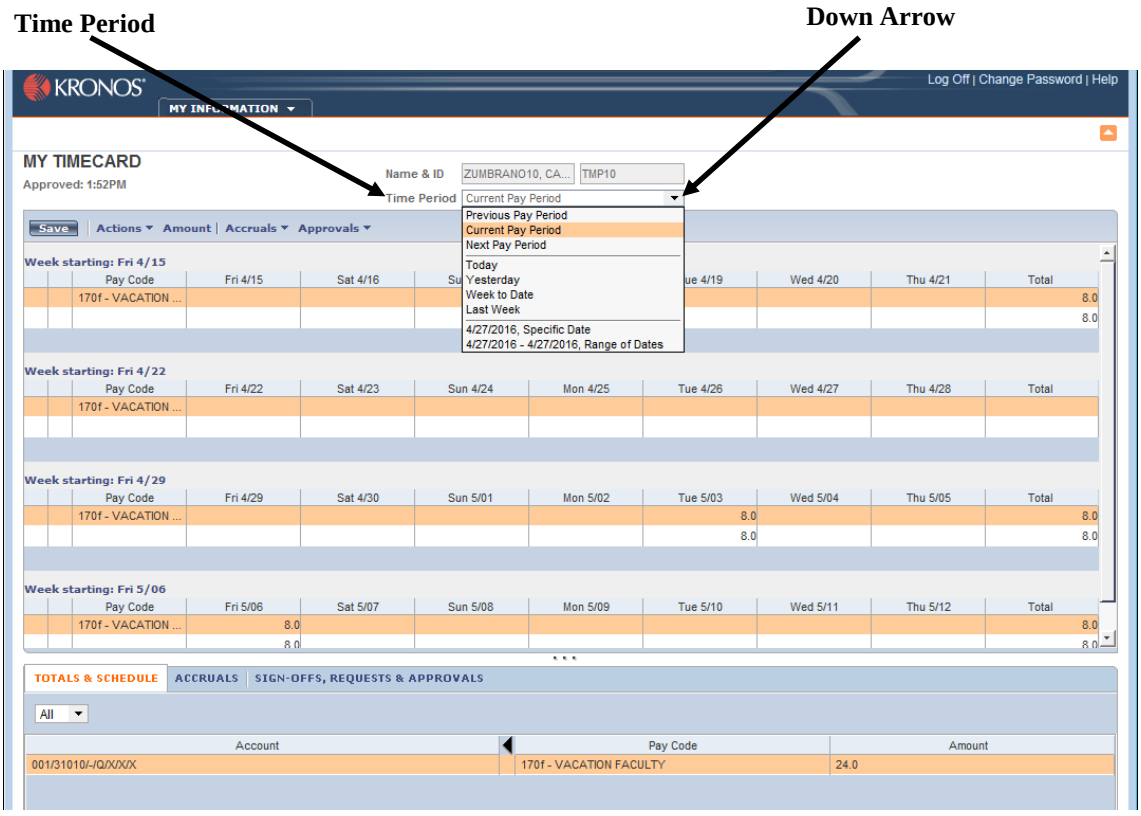
Sign-off & Approval Tab



Viewing Time Periods

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

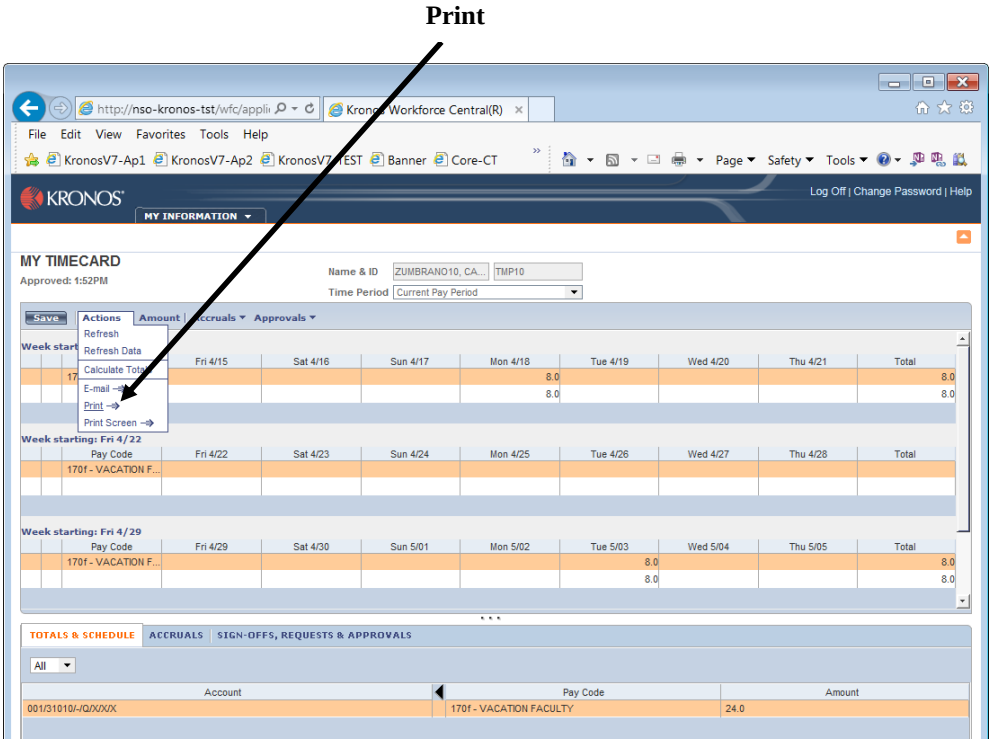
- Click the down arrow in the Time Period text box.
- Click on the appropriate time period on the drop-down menu and the selected time period will appear.



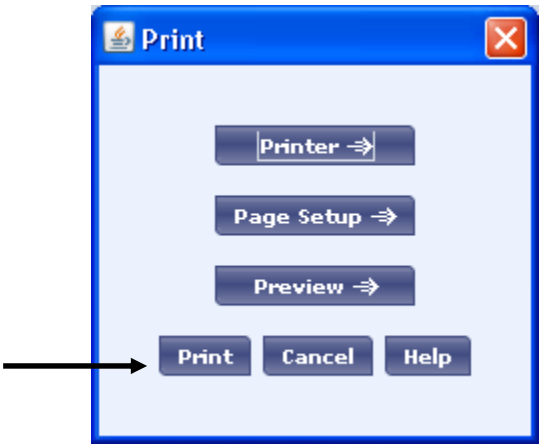
Printing My Timecard

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

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

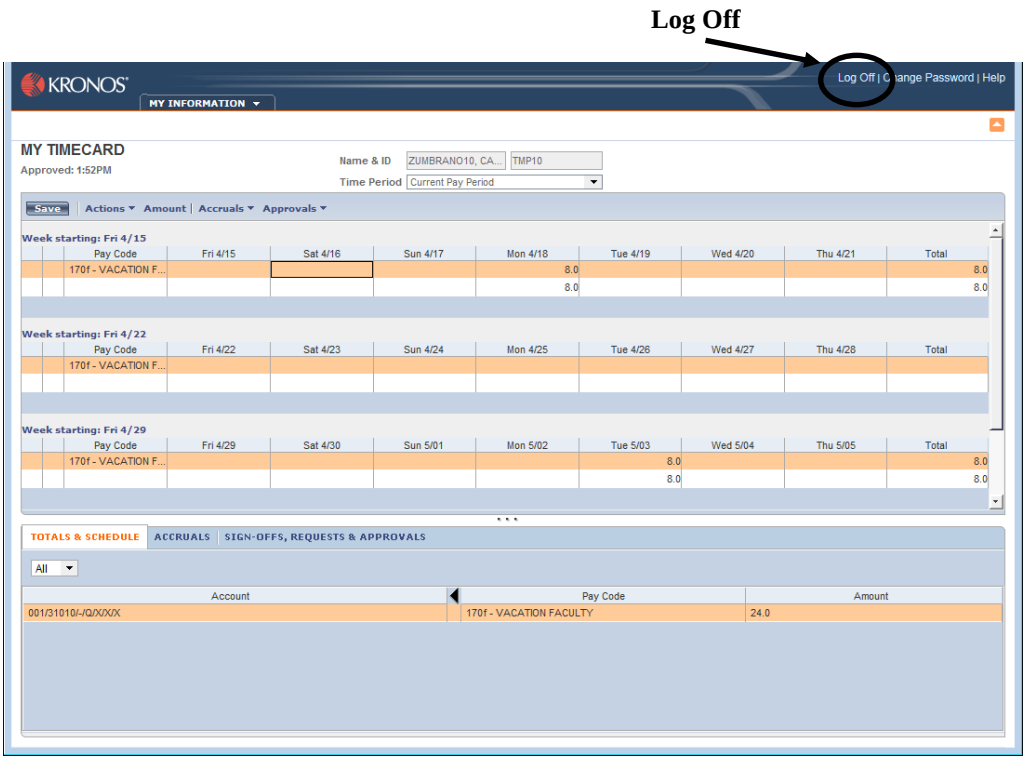


A Print dialogue box will appear. Click on the **Print** button to print My Timecard.



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.



**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.