

UCONN HEALTH

Kronos Faculty Users Guide



Prepared by the Department of Human Resources

Date: April 2016

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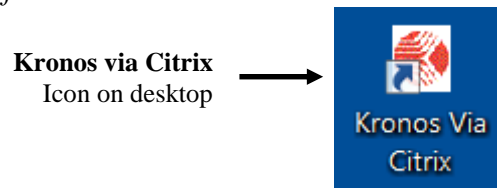
FAX: (860) 679-1051

WEB: <http://employ.uhc.edu/>

ACCESSING KRONOS® TIME AND ATTENDANCE SYSTEM

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

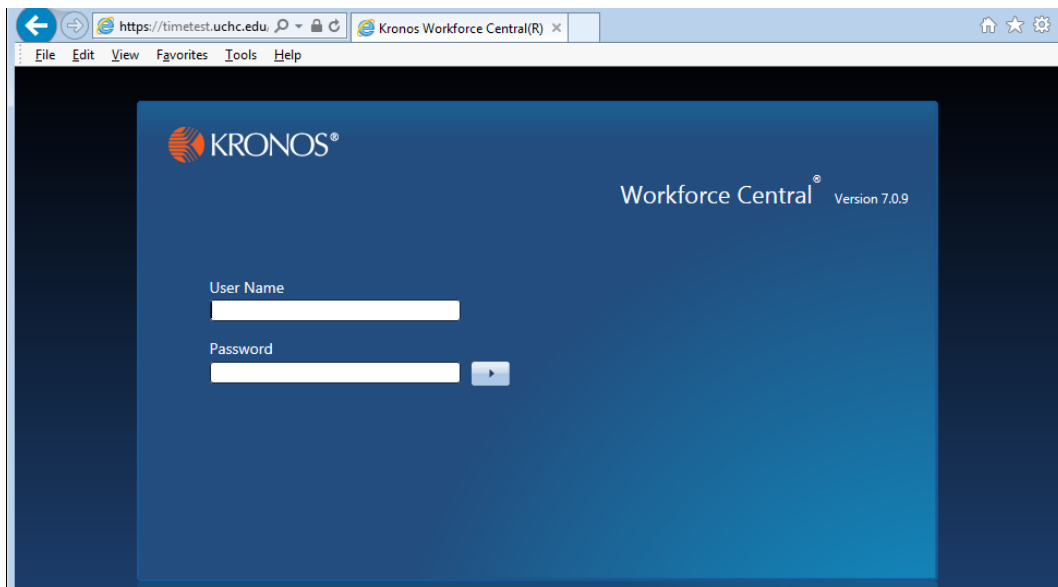
- Double Click on the **KRONOS via Citrix** icon on your desktop (see below).
Please note the first time you use the KRONOS via Citrix icon it may take some time to create your profile.



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 Information tab

MY TIMECARD

Name & ID: ZUMBRANO10, CA... TMP10
Time Period: Current Pay Period

Week starting:	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
Week starting: Fri 4/15 Pay Code: 1701 - VACATION FACU	4/15	4/16	4/17	4/18	4/19	4/20	4/21	
Week starting: Fri 4/22 Pay Code: 1701 - VACATION FACU	4/22	4/23	4/24	4/25	4/26	4/27	4/28	
Week starting: Fri 4/29 Pay Code: 1701 - VACATION FACU	4/29	4/30	5/01	5/02	5/03	5/04	5/05	
Week starting: Fri 5/06 Pay Code: 1701 - VACATION FACU	5/06	5/07	5/08	5/09	5/10	5/11	5/12	

TOTALS & SCHEDULE | ACCRUALS

Account	Pay Code	Amount
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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

The screenshot shows the Kronos My Timecard web application. At the top right, the 'Log Off' link is circled. Below the navigation bar, the user's name and ID are displayed, along with a dropdown menu for 'Time Period' which has a small downward arrow. The main area contains a table with columns for days of the week and a 'Total' column, showing data for four weeks. At the bottom, there are two tabs: 'TOTALS & SCHEDULE' and 'ACCRUALS'. A three-dot menu is located between these tabs. Arrows point from the text annotations to these specific UI elements.

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).

Save **Actions** **170f-Vacation Faculty** **Recorded Vacation Time**

Week starting: Fri 4/15	Fri 4/15	Sat 4/16	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Total
170f - VACATION FACU...				8.0				8.0
				8.0				8.0
Week starting: Fri 4/22	Fri 4/22	Sat 4/23	Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Total
170f - VACATION FACU...								
Week starting: Fri 4/29	Fri 4/29	Sat 4/30	Sun 5/01	Mon 5/02	Tue 5/03	Wed 5/04	Thu 5/05	Total
170f - VACATION FACU...					8.0			8.0
					8.0			8.0
Week starting: Fri 5/06	Fri 5/06	Sat 5/07	Sun 5/08	Mon 5/09	Tue 5/10	Wed 5/11	Thu 5/12	Total
170f - VACATION FACU...	8.0							8.0
	8.0							8.0

TOTALS & SCHEDULE **ACCRUALS**

Account	Pay Code	Amount
001G1010J-0N/XX	170f - VACATION FACULTY	24.0

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

The screenshot displays the Kronos Workforce Central interface for 'MY TIMECARD'. The user is identified as ZUMBRANO10, CA... with ID TMP10. The interface shows a table of timecard entries for four weeks, each starting on a Friday. The first row of the first week (starting Fri 4/15) is highlighted in orange and has an 'X' icon in the first column, which is circled and pointed to by an arrow from the text 'X icon to delete row'. The table columns include 'Pay Code', dates from Friday to Thursday, and a 'Total' column. The 'Pay Code' for all rows is '170f - VACA...'. The 'Total' for each week is 8.0. Below the table, there is a 'TOTALS & SCHEDULE' section with an 'ACCRUALS' tab. The 'ACCRUALS' tab shows a table with columns for 'Account', 'Pay Code', and 'Amount'. The account is '001/310101-Q/XXX' and the pay code is '170f - VACATION FACULTY' with an amount of 24.0.

Week starting:	Pay Code	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
Fri 4/15	170f - VACA...				8.0				8.0
Fri 4/22	170f - VACA...								
Fri 4/29	170f - VACA...					8.0			8.0
Fri 5/06	170f - VACA...	8.0							8.0

Account	Pay Code	Amount
001/310101-Q/XXX	170f - VACATION FACULTY	24.0

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.)

The screenshot shows the Kronos MY TIMECARD interface. At the top, there is a navigation bar with 'MY INFORMATION' and 'Log Off | Change Password | Help'. Below this, the 'MY TIMECARD' section displays the user's name and ID (ZUMBRANO10, CA...) and the current time period (Current Pay Period). A dropdown menu is open over the 'Approvals' tab, showing options: 'Approve', 'Remove Approval', and 'Sign-off'. An arrow points from the text 'Approve/Remove Approval' to the dropdown menu. Another arrow points from the text 'Time Period Drop-Down' to the 'Current Pay Period' dropdown. The main area shows a grid of timecard entries for several weeks, with columns for days of the week and hours worked. The 'Total' column shows 8.0 hours for each week. At the bottom, there is a 'TOTALS & SCHEDULE' section with an 'ACCRUALS' tab, showing a total of 24.0 hours for the account 001/310101-00000X.

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

The screenshot shows the Kronos MY TIMECARD interface after approval. The status at the top now says 'Approved: 1:52PM'. The 'Approvals' tab is selected, and a new tab labeled 'SIGN-OFFS, REQUESTS & APPROVALS' is visible at the bottom. An arrow points from the text 'Sign-off & Approval Tab' to this new tab. The main area shows the same timecard grid as in the previous screenshot, but with a 'Save' button added to the top left of the grid. The 'TOTALS & SCHEDULE' section at the bottom now includes the 'SIGN-OFFS, REQUESTS & APPROVALS' tab, which is currently selected and highlighted with a red circle. Below this tab, there is a table with columns: Action Taken, Effective Date, Start Time, Amount, Reason, Comment, Note, User, and Date. The first row shows 'Timecard Approval b...' with an effective date of 5/12/2016 and a user of ZUMBRANO10.

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 displays the Kronos MY TIMECARD interface. At the top, there is a navigation bar with the Kronos logo and user information. Below this, the 'MY TIMECARD' section is visible, showing the user's name and ID as 'ZUMBRANO10, CA...' and 'TMP10'. A 'Time Period' dropdown menu is open, showing options such as 'Current Pay Period', 'Previous Pay Period', 'Next Pay Period', 'Today', 'Yesterday', 'Week to Date', 'Last Week', and '4/27/2016, Specific Date'. The main area of the screen is a table with columns for dates and amounts, organized by week starting dates. The table shows various pay codes and amounts, with a total of 8.0 for each week. At the bottom, there is a 'TOTALS & SCHEDULE' section with a table showing account information and pay codes.

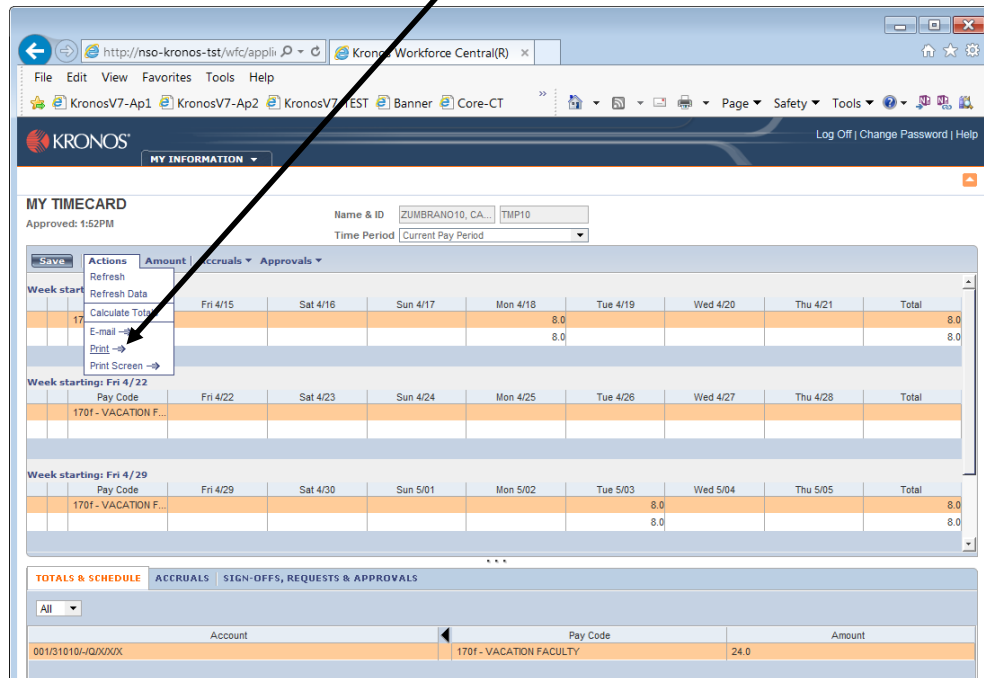
Account	Pay Code	Amount
001/31010/-Q/XX/XX	170f - VACATION FACULTY	24.0

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:

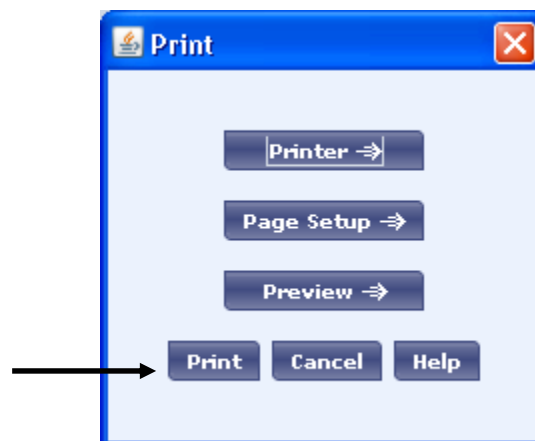
- Click on **Actions** on the task bar (a drop-down menu will appear).
- Click on **Print ...** on the drop-down menu.

Print



The screenshot shows the Kronos Workforce Central interface. At the top, there's a navigation bar with 'KRONOS' and 'MY INFORMATION'. Below that, the 'MY TIMECARD' section is visible, showing 'Approved: 1:52PM', 'Name & ID: ZUMBRANO10, CA...', and 'Time Period: Current Pay Period'. The main area contains a table with columns for days of the week and 'Total'. A dropdown menu is open over the table, with 'Print' selected. Below the table, there are sections for 'TOTALS & SCHEDULE' and 'ACCRUALS'. The 'ACCRUALS' section shows a table with columns for 'Account', 'Pay Code', and 'Amount', with a row for '1701 - VACATION FACULTY' and an amount of '24.0'.

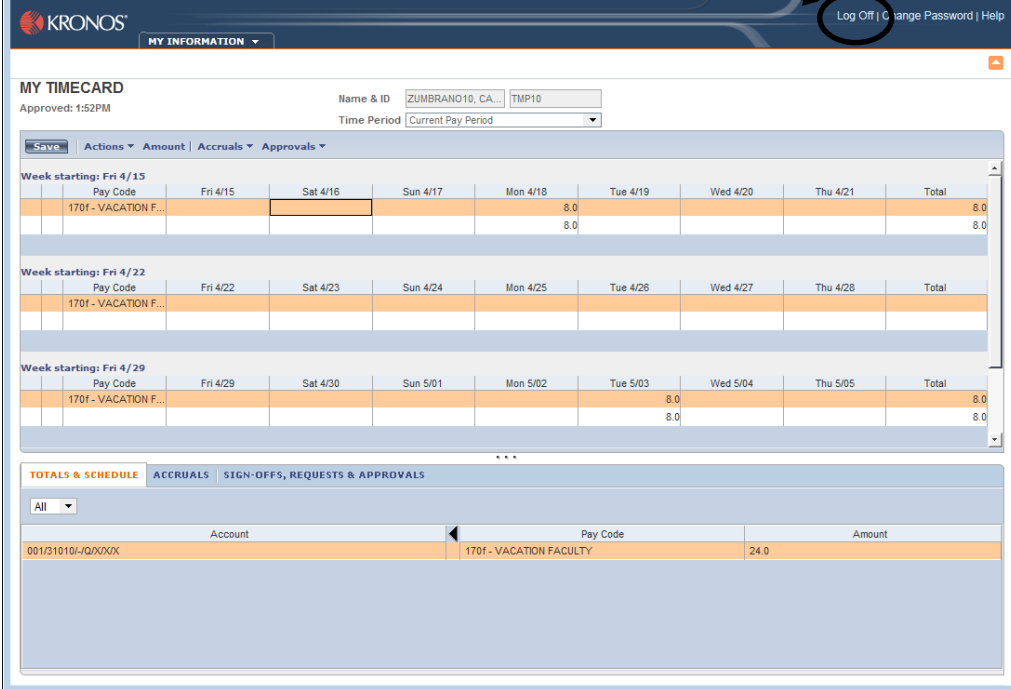
A Print dialogue box will appear. Click on the **Print** button to print My Timecard.



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 →



The screenshot displays the KRONOS MY TIMECARD interface. At the top right, the navigation bar contains the text "Log Off | Change Password | Help". The "Log Off" link is circled in black, and an arrow points to it from the text "Log Off" above. The main content area shows a timecard for user ZUMBRANO10, CA... with a time period of "Current Pay Period". It includes sections for "MY TIMECARD" with weekly breakdowns and a "TOTALS & SCHEDULE" section at the bottom.

Week starting:	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
Fri 4/15				8.0				8.0
Fri 4/22								
Fri 4/29					8.0			8.0

Account	Pay Code	Amount
001/31010/-Q/XXXX	170f - VACATION FACULTY	24.0

**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.