

UConn HEALTH

Kronos(UKG) Faculty Users Guide



Prepared by the Department of Human Resources

Date: January 2018

PHONE: (860) 679-2426

FAX: (860) 679-1051

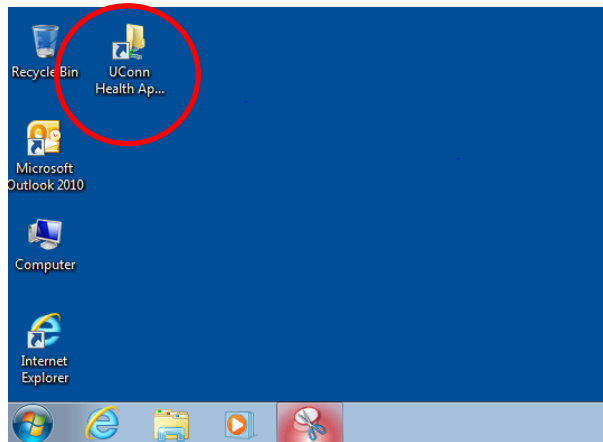
WEB: <https://health.uconn.edu/human-resources>

ACCESSING KRONOS(UKG) TIME AND ATTENDANCE SYSTEM

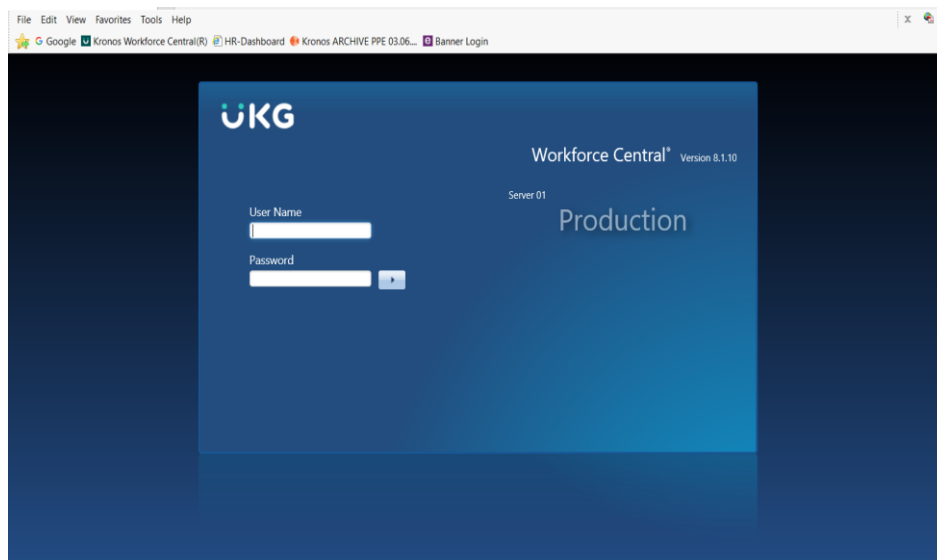
In order to access the Kronos(UKG) system, open Google Chrome (*preferred*), Internet Explorer, or Firefox and type the following URL:


<https://timereport.uhc.edu/>

A Kronos(UKG) icon is also located within the UConn Health Applications folder located on your computer's desktop.



LOGGING ON



- Type in **Username and Password:**
- Your Kronos(UKG) 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. 

NAVIGATING MY TIMECARD

- The screen below is the starting point for all Kronos(UKG) activities once you log on.
Note: Time approvers will need to click on "My Timecard" on the Related Items Bar.

Sign Out

Timecard Actions

Click down arrow to change Time Period View

Click calendar icon to specify range of dates

Totals Accruals

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

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

Scroll bar

Related Items bar

Pay Code	Transfer	Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Total
170f - VACA...									
<Enter Pay...									
Daily Total									

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**

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.)
Note: If the 170f-Vacation Faculty pay code does not appear by default, click <Enter Pay Code> and select the 170f-Vacation Faculty pay code prior to entering the hours.
2. Click Save.
3. Review the totals at the bottom of your time report for accuracy.
4. If no additional changes are necessary you are ready to approve your timecard (page 7).

The screenshot displays the 'My Timecard' interface for user CARLOS ZUMBRANO10. It features a grid for reporting time. The grid is organized into weekly periods. The first period shown is from Friday, 12/22 to Thursday, 12/28. In this period, 8.0 hours of vacation time were recorded on Tuesday, 12/26. The 'Total' for this period is 8.0. Below the grid, there is a 'Totals' section with a summary row showing an account of 001/31010/C41399/Q/X/X/X and a total amount of 24.0 for the 170f - VACATION FACULTY pay code.

Pay Code	Transfer	Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Total
170f - VACATION FACULTY						8.0			8.0
<Enter Pay Code>									
Daily Total						8.0			8.0

Account	Pay Code	Amount
001/31010/C41399/Q/X/X/X	170f - VACATION FACULTY	24.0

Adding/Deleting a Row

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

- To **add** an additional pay code, click on <Enter Pay Code> on the appropriate row.
Note: in order to add multiple pay codes, you must either click Calculate Totals or Save for a new row to be inserted.

Add Pay Code →

Pay Code	Transfer	Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Total
X 170f - VACATION FACULTY									
X <Enter Pay Code>									
X Daily Total									
Pay Code	Transfer	Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/01	Tue 1/02	Wed 1/03	Thu 1/04	Total
X 170f - VACATION FACULTY									
X <Enter Pay Code>									
X Daily Total									
Pay Code	Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Total
X 170f - VACATION FACULTY									
X <Enter Pay Code>									
X Daily Total									
Pay Code	Transfer	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Total
X 170f - VACATION FACULTY									
X <Enter Pay Code>									

- 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.)

Delete Row, X icon →

Pay Code	Transfer	Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Total
X 170f - VACATION FACULTY									
X <Enter Pay Code>									
X Daily Total									
Pay Code	Transfer	Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/01	Tue 1/02	Wed 1/03	Thu 1/04	Total
X 170f - VACATION FACULTY									
X <Enter Pay Code>									
X Daily Total									
Pay Code	Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Total
X 170f - VACATION FACULTY									
X <Enter Pay Code>									
X Daily Total									
Pay Code	Transfer	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Total
X 170f - VACATION FACULTY									
X <Enter Pay Code>									

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 **Approve Timecard**.
- Click **Approve Timecard** on the drop-down menu.
(Note: You can remove your approval by clicking on **Remove Timecard Approval** on the drop-down menu.)

Time Period Drop-Down

Approve/Remove Approval

The screenshot shows the Kronos My Timecard interface. At the top, there is a header with the Kronos logo and user information: CARLOS ZUMBRANO10, Sign Out. Below the header, there is a navigation bar with 'My Information' and 'My Timecard'. The 'My Timecard' section displays a grid of timecard entries. The grid has columns for 'Pay Code', 'Transfer', and dates from 'Fri 12/22' to 'Thu 1/18'. The first entry is for '170F - VACATION FACULTY' with a value of 8.0. A dropdown menu is open over the 'Time Period' field, showing options: 'Approve Timecard', 'Remove Timecard Approval', and '<Enter Pay Code>'. A red arrow points to the 'Approve Timecard' option. Another red arrow points to the 'Time Period Drop-Down' label. Below the grid, there is a 'Totals' section with 'All' selected for both dropdowns. The table below shows the total amount for the account 001/31010/C41399/Q/X/X/X, which is 24.0.

Account	Pay Code	Amount
001/31010/C41399/Q/X/X/X	170F - VACATION FACULTY	24.0

After clicking **Approve**, your timecard will change color and the options to add pay codes and delete rows is no longer available.

Viewing Time Periods

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

- Click the down arrow in the Time Period drop down or a Range of Dates can be selected by clicking on the calendar icon.
- Click on the appropriate time period on the drop-down menu and the selected time period will appear.

Time Period Drop Down

Calendar Icon (range of dates)

The screenshot displays the Kronos My Timecard interface. At the top, the user's name 'CARLOS ZUMBRANO10' and a 'Sign Out' link are visible. The main area is titled 'My Timecard' and shows a table of time periods. A drop-down menu is open, showing options like 'Current Pay Period', 'Previous Pay Period', 'Next Pay Period', etc. A calendar icon is also visible, which can be used to select a range of dates. The table below shows time periods for various dates, including '170F - VACATION FACULTY' and 'Daily Total'.

Pay Code	Transfer	Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27
170F - VACATION FACULTY						8.0	
-Enter Pay Code>							
Daily Total						8.0	

Pay Code	Transfer	Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/01	Tue 1/02	Wed 1/03
170F - VACATION FACULTY							
-Enter Pay Code>							
Daily Total							

Pay Code	Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Total
170F - VACATION FACULTY								8.0	8.0
-Enter Pay Code>									
Daily Total								8.0	8.0

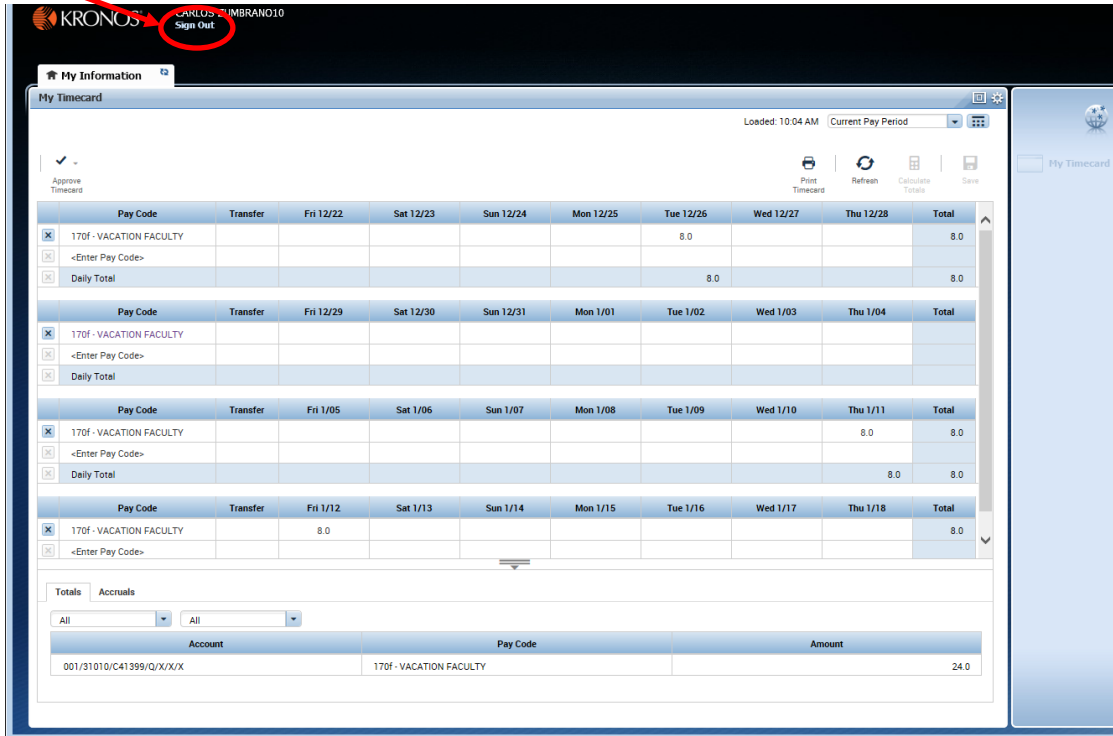
Pay Code	Transfer	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Total
170F - VACATION FACULTY		8.0							8.0
-Enter Pay Code>									

Totals		Accruals	
Account	Pay Code	Account	Amount
001/31010/C41399/Q/X/X/X	170F - VACATION FACULTY		24.0

Logging Off

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

Log Off



The screenshot shows the Kronos My Timecard interface. In the top navigation bar, the user's name "CARLOS IMBRANO10" is displayed next to the Kronos logo. A red circle highlights the "Sign Out" button located to the right of the user's name. Below the navigation bar, the "My Information" tab is active, and the "My Timecard" section is visible. The interface includes a table for entering timecard data, a "Totals" section, and an "Accruals" section. The "Sign Out" button is the primary focus of the image.

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