Time & Attendance System
Web Based Users Guide
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OBJECTIVES

After completion of training employees will be able to:

- Access the Kronos(UKG) Time and Attendance System.
- Create a desktop icon to provide a shortcut to the Kronos(UKG) log on screen.
- Log-in to the Kronos(UKG) 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(UKG) Time and Attendance System.
INTRODUCTION TO KRONOS(UKG)
TIME AND ATTENDANCE SYSTEM

The Kronos(UKG) 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 UConn Health’s web based users (salaried employees) with navigation of this system.

The Kronos(UKG) 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:
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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.uchc.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

Sign Out

Timecard Actions

Click down arrow to change Time Period View

Click calendar icon to specify range of dates

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

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

Related Items bar
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. 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 16).
Reporting Holiday Time

1. In order to record time on a holiday on a normally scheduled workday, do the following:
   - In the appropriate week, click on <Enter Pay Code> cell; a drop down menu of pay codes will appear. If needed, you may expand the Pay Code column heading (click and drag the right edge of the column heading).
   - Select the pay code **150b - Holiday Credit Salaried** from the pay code menu.
   - Click in the cell under the date of the observed holiday in the same row as the selected pay code.
   - Enter the number of hours for a regular day worked. (See example below.)
   - Click **Save**.
   - Review the totals at the bottom of your time report for accuracy.

2. In order to record **time worked on a holiday** follow Step 1 above. Next, follow the instructions on page 13 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:
   - In the appropriate week, click on <Enter Pay code> cell; a drop down menu of pay codes will appear. If needed, you may expand the Pay Code column heading (click and drag the right edge of the column heading). *(See Example A)*
   - Select the appropriate pay code from the drop down menu.
   - Click in the cell under the appropriate day in the same row as the selected pay code.
   - Enter the appropriate number of non-worked/non-productive hours *(See Example B).*
   - Click Save.
   - Review the totals at the bottom of your time report for accuracy.

**Example A**

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

Click <Enter Pay Code> to view and select pay codes
Example: Carl called out sick on Monday, 1/8. See example below; 8 hours sick time used.

**Example B**
2. In order to record a **partial day worked with non-worked/non-productive time** you will need to:
   - In the appropriate week, click on <Enter Pay code> cell; a drop down menu of pay codes will appear. If needed, you may expand the Pay Code column heading (click and drag the right edge of the column heading).
   - Select the appropriate pay code from the drop down menu.
   - Click in the cell under the appropriate day in the same row as the selected pay code.
   - Enter the appropriate number of non-worked/non-productive hours (**See Example below**).
   - Click **Save**.
   - Review the totals at the bottom of your time report for accuracy.

Example: Carl took 4 hours of vacation and worked 4 hours on Friday, 1/12. **See example below.**
Reporting Compensatory Time Earned (i.e. Holiday Worked)

1. In order to record compensatory time earned you will need to:
   - In the appropriate week, click on <Enter Pay code> cell; a drop down menu of pay codes will appear. If needed, you may expand the Pay Code column heading (click and drag the right edge of the column heading).
   - Select the **Hours Worked** pay code from the drop down menu.
   - Click in the **Transfer** column.
   - Click on **Search**, a Select Transfer dialog box will appear (see page 14).
   - Select and click on available comp. time work rule (i.e., **Salaried Exempt Comp. Time** shown below).
   - Click **Apply**
   - 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**
   - Review the totals at the bottom of your time report for accuracy.
   - See example on page 14 of completed comp. time entry
Select Transfer Dialog Box

Example: Carl worked on Martin Luther King holiday Monday, 1/15. He earned 8 hours of compensatory time.
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.*

- 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.)*
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.)

After clicking **Approve**, your timecard will change color and the options to add paycodes 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.
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**

![Log Off 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.**