

UConn HEALTH

Time & Attendance System Web Based Users Guide



Prepared by the Department of Human Resources

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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:

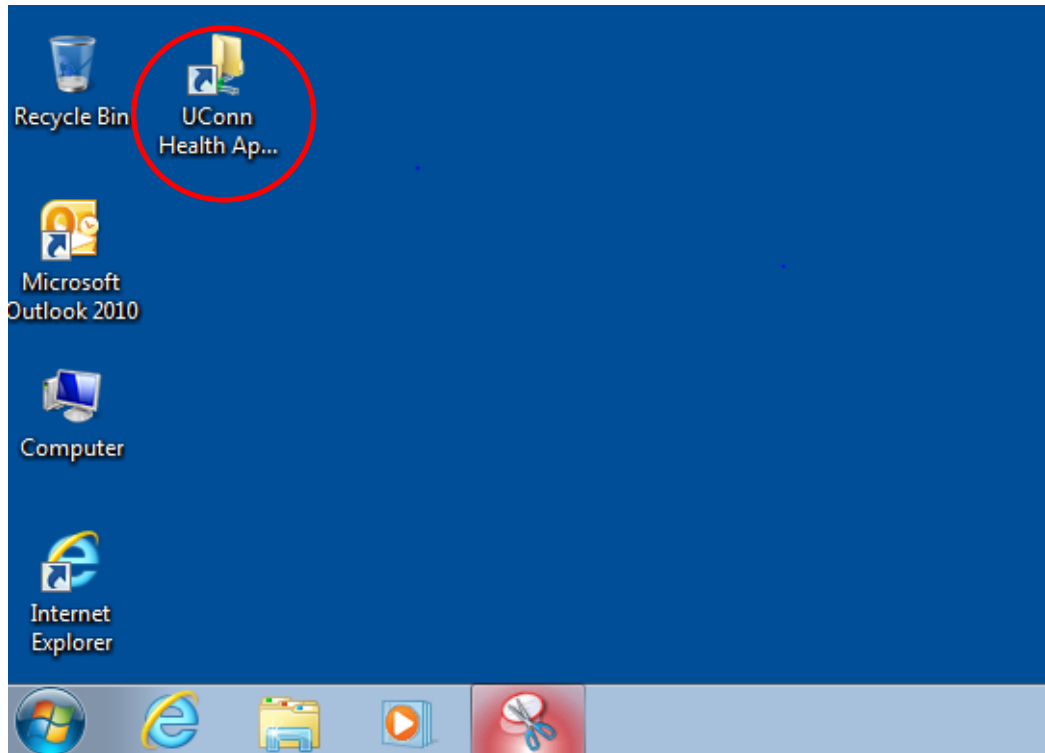
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ACCESSING KRONOS(UKG) TIME AND ATTENDANCE SYSTEM

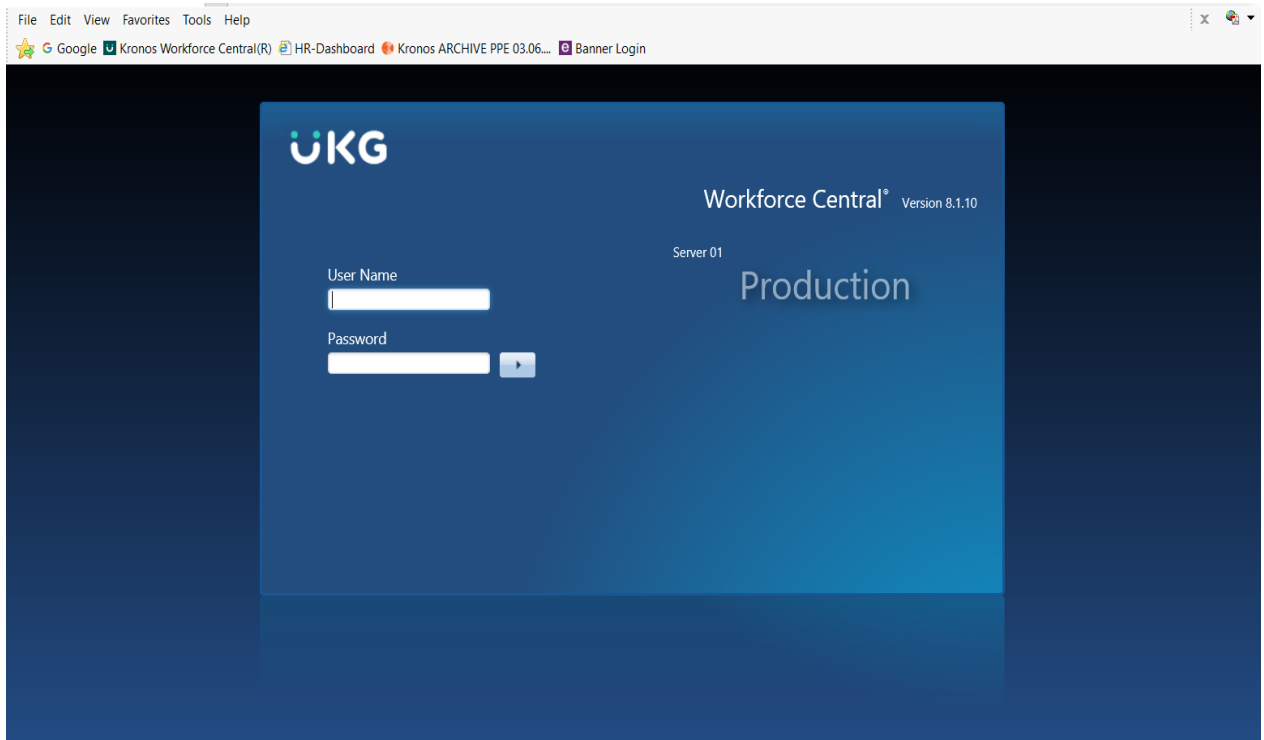
In order to access the Kronos(UKG) system, open Google Chrome (*preferred*), Internet Explorer, or Firefox and type the following URL:


<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

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
Hours Worked									
<Enter Pay C...									
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
Hours Worked									
<Enter Pay C...									
Daily Total									

Totals Accruals Audits

All All

Account	Pay Code	Amount
No data to display		

My Timecard

My Audits

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).

The screenshot displays the 'My Timecard' interface for Carlos Zumeranos. It features a table for recording hours worked across two biweekly periods. A red oval highlights the 'Hours Worked' rows, with an arrow pointing to the '8.0' value in the first row. Another red oval highlights the 'Daily Total' row, with an arrow pointing to the '40.0' value. A third red oval highlights the 'Totals' section at the bottom, showing an amount of '80.0'. A red arrow points to the 'Save' button in the top right corner.

Recorded Worked Time

Save

Hours Worked

Biweekly Totals

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
<Enter Pay C...									
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
<Enter Pay C...									
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

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

Reporting Holiday Time

- 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.

8 hours entered

Holiday Pay Code

Added Row

Biweekly Totals

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
<Enter Pay C...									
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	32.0
150b - HOLID...					8.0				8.0
<Enter Pay C...									
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

Account	Pay Code	Amount
006/31010/A/P/X/X/X	010 - BASE EARNINGS	72.0
006/31010/A/P/X/X/X	150b - HOLIDAY CREDIT SALARIED	8.0

- 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 ↔.

The screenshot shows the KRONOS My Timecard interface. At the top, it displays the user's name 'CARLOS ZUMERANOS' and a 'Sign Out' link. Below this is a navigation bar with 'My Information' and 'My Timecard' tabs. The main area contains a table with columns for days of the week (Fri 1/05, Sat 1/06, Sun 1/07, Mon 1/08, Tue 1/09, Wed 1/10, Thu 1/11) and a 'Total' column. The 'Pay Code' column is highlighted with a red circle, and the '<Enter Pay Code>' cell is also circled in red. A red arrow points from the text 'Click <Enter Pay Code> to view and select pay codes' to this cell. Another red arrow points from the text 'To expand the column width, point your cursor on the right margin line then click and drag the double pointed arrow ↔.' to the right margin line of the 'Pay Code' column. The table also includes a 'Daily Total' row and a 'Totals' section at the bottom.

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

Sick Leave Pay Code

Added Row

8 hours entered

Biweekly Totals

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
Hours Worked		8.0				8.0	8.0	8.0	32
180b - SICK LEAV...					8.0				8
<Enter Pay Code>									
Daily Total		8.0			8.0	8.0	8.0	8.0	40

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	40
<Enter Pay Code>									
Daily Total		8.0			8.0	8.0	8.0	8.0	40

Account	Pay Code	Amount
006/31010/A/P/X/X/X	010 - BASE EARNINGS	72.0
006/31010/A/P/X/X/X	180b - SICK LEAVE SALARIED	8.0

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.

4 hours of Worked Time entered

4 hours of Vacation entered

Added Row

Vacation Pay Code

Biweekly Totals

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
<Enter Pay Code>					8.0	8.0	8.0	8.0	40.0
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

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
Hours Worked		4.0			8.0	8.0	8.0	8.0	36.0
170b - VACATION		4.0							4.0
<Enter Pay Code>					8.0	8.0	8.0	8.0	40.0
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

Account	Pay Code	Amount
006/31010/A/P/X/X/X	010 - BASE EARNINGS	76.0
006/31010/A/P/X/X/X	170b - VACATION SALARIED	4.0

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

- 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

Transfer Column

The screenshot displays the Kronos My Timecard interface. A red arrow labeled "Transfer Column" points to the "Transfer" column in the first week's table. Another red arrow labeled "Added Row" points to the "Hours Worked" row in the same week. A third red arrow labeled "Hours Worked selected" points to the "Hours Worked" cell in the "Transfer" column, which contains a dropdown menu with "SALARIED EXEMPT COM" selected. A fourth red arrow labeled "Search" points to the "Search" button in the dropdown menu. The interface includes a header with the user's name "CARLOS ZUMERAN 08" and a "Sign Out" link. The main area shows two weekly tables with columns for days of the week and a "Totals" column. The bottom section has tabs for "Totals", "Accruals", and "Audits", and a table with columns for "Account", "Pay Code", and "Amount".

Added Row

Hours Worked selected

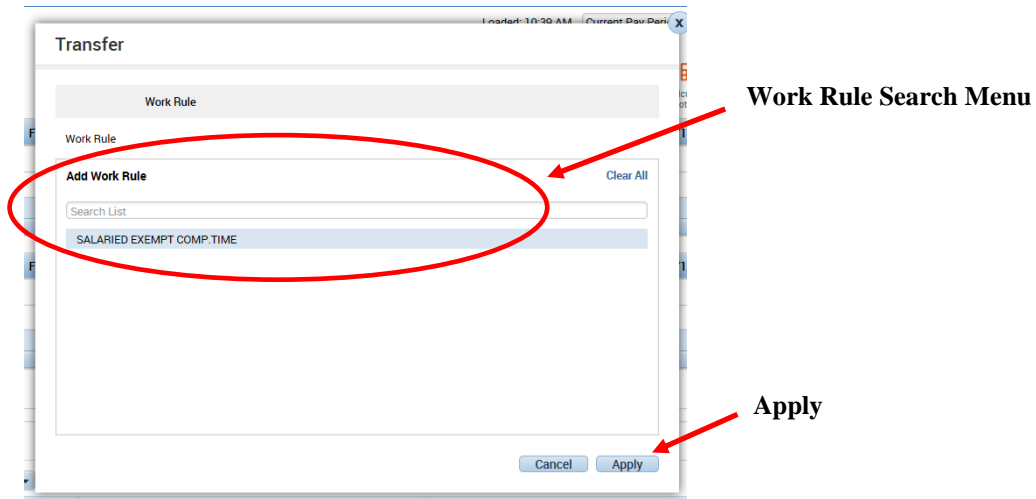
Search

Pay Code	Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Totals
Hours Worked									
Hours Worked	SALARIED EXEMPT COM								
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	Totals
Hours Worked									
<Enter Pay Code>									
Daily Total									

Account	Pay Code	Amount
No data to display		

Select Transfer Dialog Box



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

The screenshot shows the 'My Timecard' interface. At the top right, a red arrow points to the 'Save' button with the label 'Click Save'. Below the timecard table, two red arrows point to specific entries. One points to the 'SALARIED EXEMPT COMP.TIME' entry in the 'Transfer' column, labeled 'Salaried Exempt Comp Time'. The other points to the '8.0' value in the 'Mon 1/15' column, labeled '8 hrs Comp Time Earned'.

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
<Enter Pay Code>									
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	32.0
Hours Worked	SALARIED EXEMPT COMP.TIME				8.0				8.0
150b - HOLIDAY C...					8.0				8.0
<Enter Pay Code>									
Daily Total		8.0			16.0	8.0	8.0	8.0	48.0

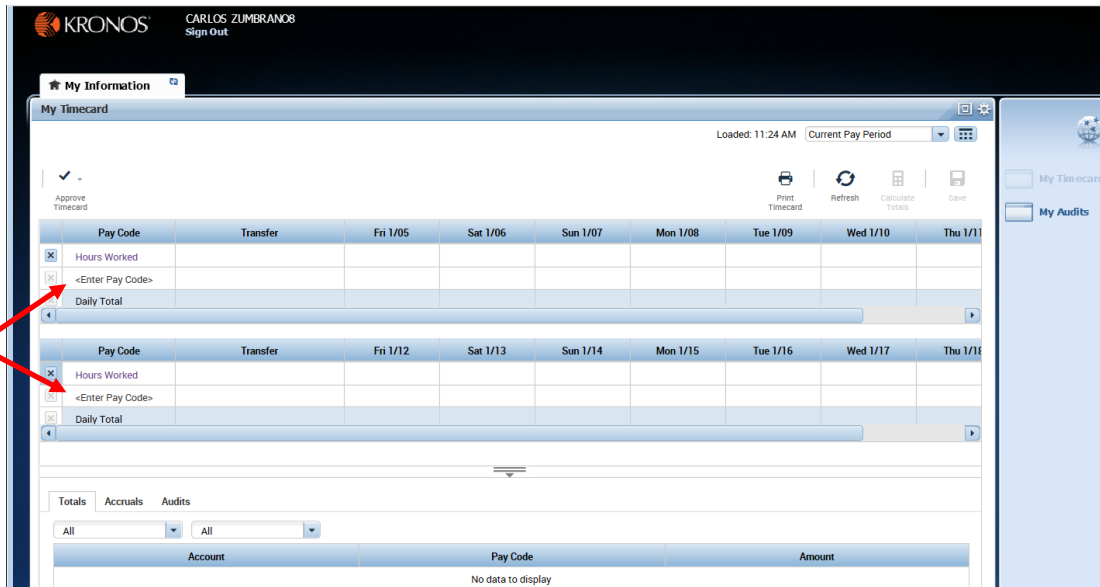
Account	Pay Code	Amount
006/31010/A/P/X/X/X	010 - BASE EARNINGS	72.0
006/31010/A/P/X/X/X	150b - HOLIDAY CREDIT SALARIED	8.0
006/31010/A/P/X/X/X	195 - COMP TIME EARNED	8.0

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



The screenshot shows the Kronos My Timecard interface. The user is logged in as CARLOS ZUMBRANOS. The interface displays a table with columns for dates from Fri 1/05 to Thu 1/11. The first row is selected, and the 'Hours Worked' column contains the text '<Enter Pay Code>'. A red arrow points to this text with the label 'Add Pay Code'. Below the table, there are sections for 'Totals', 'Accruals', and 'Audits', and a summary table with columns for 'Account', 'Pay Code', and 'Amount'. The summary table currently shows 'No data to display'.

- 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



The screenshot shows the Kronos My Timecard interface, similar to the previous one. The user is logged in as CARLOS ZUMBRANOS. The interface displays a table with columns for dates from Fri 1/05 to Thu 1/11. The first row is selected, and the 'Hours Worked' column contains the text '<Enter Pay Code>'. A red arrow points to the 'X' icon in the 'Hours Worked' column with the label 'Delete Row, X icon'. Below the table, there are sections for 'Totals', 'Accruals', and 'Audits', and a summary table with columns for 'Account', 'Pay Code', and 'Amount'. The summary table currently shows 'No data to display'.

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, the user is identified as CARLOS ZUMBRANO8. The interface includes a 'My Information' section and a 'My Timecard' section. The 'My Timecard' section displays a table of hours worked for two pay periods. The first pay period is for the week of Fri 1/05 to Thu 1/11, and the second is for the week of Fri 1/12 to Thu 1/18. Both periods show 8.0 hours worked per day, totaling 40.0 hours. The interface also includes a 'Time Period Drop-Down' menu in the top right corner and a 'Approve/Remove Approval' button on the left. Below the table, there are sections for 'Totals', 'Accruals', and 'Audits'.

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
<Enter Pay Code>									
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

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
Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0
<Enter Pay Code>									
Daily Total		8.0			8.0	8.0	8.0	8.0	40.0

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

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.

Time Period Drop Down

Calendar Icon (range of dates)

The screenshot displays the Kronos My Timecard interface for user CARLOS ZUMBRANOS. The interface includes a navigation bar with 'My Information' and 'My Audits' tabs. The main content area shows a 'My Timecard' section with a table of hours worked for two pay periods. A dropdown menu is open, showing various time period options. A red arrow points to the dropdown arrow, and another red arrow points to the calendar icon in the dropdown menu.

Pay Code	Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10
Hours Worked		8.0			8.0	8.0	8.0
Daily Total		8.0			8.0	8.0	8.0

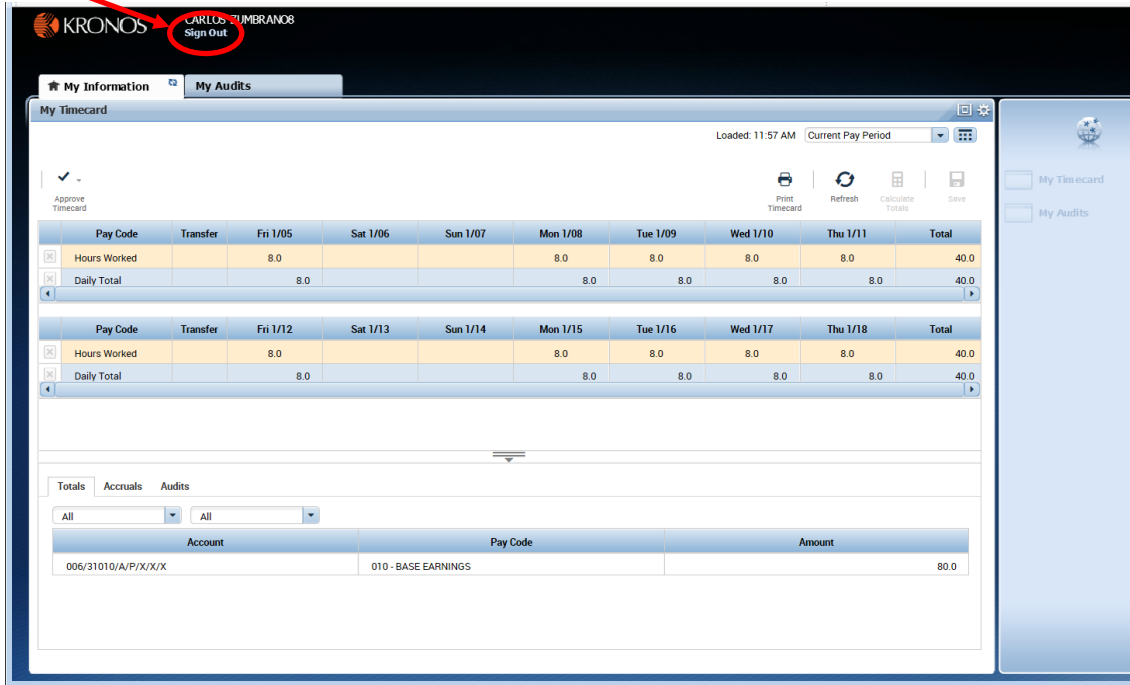
Pay Code	Transfer	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17
Hours Worked		8.0			8.0	8.0	8.0
Daily Total		8.0			8.0	8.0	8.0

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

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. At the top left, the Kronos logo is visible. To its right, the user's name "CARLOS ZUMBRANOS" is displayed, with a "Sign Out" link below it. A red arrow points to the "Sign Out" link, and a red circle highlights the user's name and the "Sign Out" link. Below the navigation bar, there are tabs for "My Information" and "My Audits". The main content area displays a "My Timecard" section with a table of hours worked for two pay periods. The first table covers dates from Fri 1/05 to Thu 1/11, and the second covers Fri 1/12 to Thu 1/18. Both tables show 8.0 hours worked per day, totaling 40.0 hours. Below the tables, there are sections for "Totals", "Accruals", and "Audits". The "Totals" section shows a table with columns for "Account", "Pay Code", and "Amount". The "Account" column contains "006/31010/A/P/X/X/X", the "Pay Code" column contains "010 - BASE EARNINGS", and the "Amount" column contains "80.0".

**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.