

KENNESAW STATE UNIVERSITY

Introduces



Presented By

Information Technology Services
Technology Outreach

Time Clock, Time Stamp (most student assistants), Bi-Weekly, and Monthly
Employees

Fall 2007
Version 5.2

**Copyright © 2007 Information Technology Services
Kennesaw State University**

This document may be downloaded, printed, or copied, for educational use, without further permission of the Information Technology Services Department (ITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the ITS Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the ITS Department is expressly prohibited.

Table of Contents

What is Kronos?.....	5
Types of Kronos Users.....	5
Accessing Kronos	6
Time Clock Employees Access	6
Web Access for Employees	6
Time Clock Employees.....	7
Locations of Time Clocks.....	7
Using the Time Clock.....	8
To Start a Shift - “Punching In”.....	8
To End a Shift - “Punching Out”	8
To View Punch Status.....	8
To View Accruals	8
To View Totals	8
Time Stamp Employees (most student assistants).....	9
To Start a Shift - “Punching In”.....	9
To End a Shift - “Punching Out”	9
Bi-weekly Employees	10
Overview.....	10
Entering Hours Worked	11
Entering Sick Leave Hours	11
Entering Vacation Leave Hours.....	12
Approving the Timecard.....	12
Checking Leave Accrual Balances	13
Save Changes.....	13
Monthly Employees	14
Overview.....	14
Entering Hours Worked	15
Entering Sick Leave Hours	15
Entering Vacation Leave Hours.....	16
Approving the Timecard.....	16
Checking Leave Accrual Balances	17
Save Changes.....	17

What is Kronos?

Kronos Workforce Central is a time reporting and management software suite that allows employees of Kennesaw State University to easily report time spent in job-related activities, as well as view accrued vacation time and sick time. Managers can review and approve the time entries of their employees, generate reports, search for information on specific employees, and perform group edits.

Types of Kronos Users

There are 4 types of employee/users in the Kronos system:

- **Time Clock** (swipes-in and swipes-out of work, and accesses their Kronos account with their KSU ID card at a time clock)
- **Time Stamp** (accesses their Kronos account from a web browser to record a time-in or a time-out stamp)
- **Bi-weekly** (accesses their Kronos account from a web browser to enter a duration of hours worked, sick or vacation leave)
- **Monthly** (accesses their Kronos account from a web browser to enter sick or vacation leave)

Accessing Kronos

Time Clock Employees Access

If you are a “Time Clock” employee, you access your Kronos account from one of several time clocks located around the KSU campus. The time clocks can be used for more than punching-in and punching-out. You can also check your total hours worked, and your sick and vacation leave accrual balances. See the “Time Clock” Employees section of this document for more details.

Note: See the “Time Clock” Employees section of this document for a list of clock locations.

Note: There is also a “Time Clock Operations” quick reference guide on the Kronos training website at <http://its.kennesaw.edu/kronos/>

Web Access for Employees

If you are a “Time Stamp” employee (most student assistants), “Bi-weekly”, “Monthly”, or “Manager” employee, you will access Kronos from a web browser like Internet Explorer.

To access Kronos from a web browser:

1. Open a web browser such as Internet Explorer
2. In the address bar, enter <http://www.kennesaw.edu/kronos>
3. Login with your NetID username and NetID password

Time Clock Employees

“Time Clock” employees at KSU are employees that report their time by swiping a card in a time clock. The “Time Clock” employees swipe-in when reporting for work and swipe-out when leaving work. “Time Clock” employees swipe in and out with their KSU ID card.

Locations of Time Clocks

There are several time clock locations around campus:

- Burruss Building BB130 (Hallway – Vending)
- Burruss Building BB464 (Hallway – Computer Lab)
- Bookstore BK249
- Convocation Center CC1027 (Hallway)
- Chastain Pointe CP103B
- Chastain Pointe CP106B
- KSU Center KC336 (Hallway – Burruss Institute)
- Library LB428 (Hallway)
- Nursing NU004 (Vending Room)
- Physical Education Building PE140 (Lobby)
- Science Building SC232
- Science Building SC349
- Science Building SC447
- Student Center ST275 (Hallway)
- Technology Annex TX100 (Hallway)

Using the Time Clock

To Start a Shift - “Punching In”

To Punch In, you will swipe your ID card through the card reader on the right-hand side of the Kronos Time Clock.

1. Hold the card so that the magnetic strip faces to the back.
2. Swipe the card through the reader from the top to the bottom.
3. A green light indicates that the card has been read, the punch recorded and the employee name will be displayed.

To End a Shift - “Punching Out”

To Punch Out, you will swipe your ID card through the card reader on the right-hand side of the Kronos Time Clock.

1. Hold the card so that the magnetic strip faces to the back.
2. Swipe the card through the reader from the top to the bottom.
3. A green light indicates that the card has been read, the punch recorded and the employee name will be displayed.

Note: The Kronos Time Clock alternates between recording swipes as Punch In and Punch Out. The first time a card is swiped, the device records a Punch In; the next swipe will be recorded as a Punch Out.

To View Punch Status

Use the View Punch Status transaction to see whether your last punch was an in or out punch, date and time of your last punch, and how long ago that punch was made.

1. Press the view punch status key.
2. Hold the card so that the magnetic strip faces to the back.
3. Swipe the card through the reader from the top to the bottom.

To View Accruals

Use the View Accruals Online transaction to view current totals of accrued time, such as vacation, personal, and sick time. The totals appear in alphabetical order by accrual code name; they reflect the totals as of the time the transaction is performed.

1. Press the view accruals key.
2. Hold the card so that the magnetic strip faces to the back.
3. Swipe the card through the reader from the top to the bottom.

To View Totals

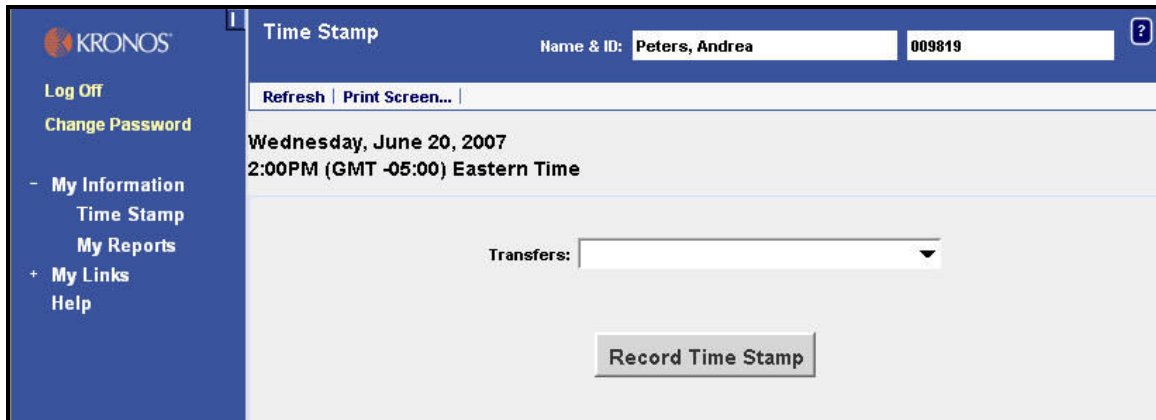
Use the View Totals transaction to display totals of hours worked. This transaction allows you to view accrued information, such as vacation time, sick time and hours worked for the current pay period.

1. Press the view totals key.
2. Hold the card so that the magnetic strip faces to the back.
3. Swipe the card through the reader from the top to the bottom.

Note: If you need any assistance with using Kronos Time Clock, contact the Service Desk either by phone at extension 6999, or by email at service@kennesaw.edu.

Time Stamp Employees (most student assistants)

Most of the student assistant employees, if not “Time Clock” employees, will be referred to as “Time Stamp” employees. “Time Stamp” employees login to the web-based Kronos application and record a time stamp when they report for work and when they leave work.



The screenshot shows the Kronos Time Stamp application interface. On the left is a blue navigation sidebar with the following links: Log Off, Change Password, My Information (with sub-links for Time Stamp and My Reports), My Links, and Help. The main content area has a blue header with the Kronos logo and the text 'Time Stamp'. Below the header, the user's name and ID are displayed as 'Name & ID: Peters, Andrea' and '009819'. There are links for 'Refresh' and 'Print Screen...'. The current date and time are shown as 'Wednesday, June 20, 2007' and '2:00PM (GMT -05:00) Eastern Time'. A 'Transfers:' dropdown menu is visible, and a 'Record Time Stamp' button is located at the bottom center of the main area.

Figure 1 - A Time Stamp Employee's Timcard

To Start a Shift - “Punching In”

1. Open a web browser and go to <http://www.kennesaw.edu/kronos>
2. Login to your Kronos account with your NetID username and NetID password
3. Click on the “Record Time Stamp” button.
Your “Recorded Time” should be displayed.
4. Click on the “Back to Time Stamp page” button.
5. Click on the Log Off link on the navigation bar.

To End a Shift - “Punching Out”

1. Open a web browser and go to <http://www.kennesaw.edu/kronos>
2. Login to your Kronos account with your NetID username and NetID password
3. Click on the “Record Time Stamp” button.
Your “Recorded Time” should be displayed
4. Click on the “Back to Time Stamp page” button.
5. Click on the Log Off link on the navigation bar.

Note: The Kronos Time Stamp alternates between recording Stamps as Punch In and Punch Out. The first time a stamp is made, the device records a Punch In; the next stamp will be recorded as a Punch Out.

Bi-weekly Employees

Overview

Bi-weekly employees access their Kronos account with a web browser and login with their NetID at <http://www.kennesaw.edu/kronos>

Bi-weekly employees need to report their hours worked, and if they receive benefits, report sick leave, and vacation leave, on their timecard in hours and tenths of hours. For example, 4.25 hours should be rounded up to the nearest tenth at 4.3 hours.

Bi-weekly employees are paid once every two weeks on Friday. The other Friday is called Kronos Friday. The bi-weekly employee should have all of their hours worked, sick, or vacation leave reported, and their timecard approved by 5:00pm on Kronos Friday.

Bi-weekly employees see two weeks in their timecard; a row for each week (see the image below).

The screenshot shows a Kronos timecard interface. At the top, it says 'Timecard' and 'Loaded: 9:50AM'. There are fields for 'Name & ID:' and 'Time Period:' (set to 'Previous Pay Period'). Below this is a navigation bar with 'Save', 'Actions', 'Punch', 'Amount', 'Comment', 'Approvals', and 'Reports'. The main content is a table with two sections: 'Week starting: Sat 6/16' and 'Week starting: Sat 6/23'. Each section has a table with columns for 'Pay Code', 'Transfer', and days from Saturday to Friday, plus a 'Total' column. The 'Hours Wor...' row shows 4.0 hours for each day from Monday to Thursday, with a total of 16.0 for the first week and 12.0 for the second week.

Timecard										
Loaded: 9:50AM										
Name & ID:										
Time Period:		Previous Pay Period								
Save	Actions	Punch	Amount	Comment	Approvals	Reports				
Week starting: Sat 6/16										
	Pay Code	Transfer	Sat 6/16	Sun 6/17	Mon 6/18	Tue 6/19	Wed 6/20	Thu 6/21	Fri 6/22	Total
	Hours Wor...				4.0	4.0	4.0	4.0		16.0
					4.0	4.0	4.0	4.0		16.0
Week starting: Sat 6/23										
	Pay Code	Transfer	Sat 6/23	Sun 6/24	Mon 6/25	Tue 6/26	Wed 6/27	Thu 6/28	Fri 6/29	Total
	Hours Wor...				4.0	4.0	4.0			12.0
					4.0	4.0	4.0			12.0

Figure 2 - A Biweekly Employee's Timecard

Entering Hours Worked

To enter hours worked, click in the cell for the day involved, on the hours worked row, and enter the number of hours worked for that day. Hours should be entered as whole hours or tenths of whole hours. The system will not accept hundredths of whole hours. If you need to enter 4.25 hours, round up to the next highest tenth such as 4.3.

7/01	Mon 7/02	Tue 7/03	Wed 7/04
	8.0		
	8.0		

Figure 3 - Biweekly Employee - Entering Hours Worked

Entering Sick Leave Hours

If you have a sick leave balance, you can enter sick leave into your Kronos timecard.

To enter sick leave hours:

1. Insert a new row by clicking on the green arrow on an existing row.

Week starting: Sat 6/30			
	Pay Code	Transfer	Sat 6/30
	Hours Wor...		
	Insert Row		

Figure 4 - Biweekly Employee - Insert a New Row

2. Change the new row's "Pay Code" from "Hours Worked" to "Sick".

Save	Actions	Punch	Amount	Comment	Approvals
Week starting: Sat 6/30					
	Pay Code	Transfer	Sat 6/30	Sun 7/01	
	Hours Wor...				
	Hours Worked				
	VACATION				
	SICK				
	HOLIDAY				
	MILITARY				
Week s		7			

Figure 5 - Biweekly Employee - Changing a Pay Code

3. Enter the sick leave hours on that new "Sick" row.

Entering Vacation Leave Hours

Entering vacation leave is the same as entering sick leave, except you choose the vacation pay code. Below is an example of a biweekly timecard with hours worked, sick leave hours, and vacation leave hours reported.

Timecard										
Loaded: 1:08PM		Name & ID:								
		Time Period:		Current Pay Period						
Save	Actions	Punch	Amount	Comment	Approvals	Reports				
Week starting: Sat 6/30										
	Pay Code	Transfer	Sat 6/30	Sun 7/01	Mon 7/02	Tue 7/03	Wed 7/04	Thu 7/05	Fri 7/06	Total
	Hours Wor...				8.0	8.0		8.0	8.0	32.0
					8.0	8.0		8.0	8.0	32.0
Week starting: Sat 7/07										
	Pay Code	Transfer	Sat 7/07	Sun 7/08	Mon 7/09	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Total
	Hours Wor...				8.0	8.0				16.0
	SICK						8.0			8.0
	VACATION							8.0	8.0	16.0
					8.0	8.0	8.0	8.0	8.0	40.0

Figure 6 - Biweekly Employee - Entering Vacation Leave Hours

Note: The gold bar at the top of your timecard indicates unsaved changes. Click “Save” on the main menu to send the current changes to the server.

Note: If you are a benefited employee, paid holidays will appear automatically in purple on your timecard.

Approving the Timecard

In Kronos, an Approval is the same as signing your timecard; you are verifying that the time and leave that you have reported is accurate to the best of your knowledge.

If you are a bi-weekly employee, you should have your time entered and your timecard approved by 5:00pm on the Friday that they do not get paid (Kronos Friday).

To approve your timecard:

Click “Approvals” on the main menu, and then click on “Approve”.

Amount	Comment	Approvals	Reports
		Approve	
Transfer	Sat 6/16	Remove Approval	18
		Sign Off	
		Remove Sign-Off	

Figure 7 - Biweekly Employee - Approving Timecard

Checking Leave Accrual Balances

Biweekly employees that are benefited can check their accrual balances from their Kronos account.

To check your sick leave and vacation leave accrual balances:

Click on the “Accruals” tab near the bottom of your timecard.

Week starting: Sat 7/14									
	Pay Code	Transfer	Sat 7/14	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri
	Hours Wor...								

Totals & Schedule							
Accruals							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
SICK	250.0	Hour	7/31/2007	0.0	0.0	250.0	250.0
VACATION	175.0	Hour	7/31/2007	0.0	0.0	175.0	175.0

Figure 8 - Biweekly Employee - Checking Accrual Balances

Save Changes

Anytime you make changes to your timecard you should save the changes. The gold bar at the top of your timecard indicates unsaved changes.

To save changes to your timecard:

Click “Save” on the main menu.

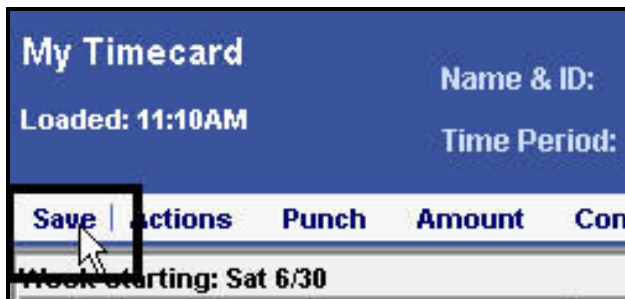


Figure 9 - Biweekly Employee - Saving Timecard Changes

Monthly Employees

Overview

Monthly employees access their Kronos account with a web browser and login with their NetID at <http://www.kennesaw.edu/kronos>

Monthly employees get paid once a month (on the last business day of the month). When a monthly employee logs into Kronos he/she sees a whole month in his/her timecard.

Monthly employees do not need to report the time that they work; it is assumed that they work 40 hours a week. Monthly employees do need to report any sick leave or vacation leave that they take.

Monthly employees should approve their timecard on the last day of the month, every month, even in months they did not take leave.

Week starting: Sat 6/30										
	Pay Code	Transfer	Sat 6/30	Sun 7/01	Mon 7/02	Tue 7/03	Wed 7/04	Thu 7/05	Fri 7/06	Total
⊗ ↪	INDEPEN...						8.0			8.0
							8.0			8.0
Week starting: Sat 7/07										
	Pay Code	Transfer	Sat 7/07	Sun 7/08	Mon 7/09	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Total
⊗ ↪	Hours Wor...									
Week starting: Sat 7/14										
	Pay Code	Transfer	Sat 7/14	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Total
⊗ ↪	Hours Wor...									
Week starting: Sat 7/21										
	Pay Code	Transfer	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27	Total
⊗ ↪	Hours Wor...									
Week starting: Sat 7/28										
	Pay Code	Transfer	Sat 7/28	Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/01	Thu 8/02	Fri 8/03	Total
⊗ ↪	Hours Wor...									

Figure 10 - A Monthly Employee's Timecard

Note: In the image above, holiday pay is indicated automatically and is colored purple.

Entering Hours Worked

Monthly employees do not enter the hours that they work. It is assumed that they work 40 hours per week.

Entering Sick Leave Hours

If you have a sick leave balance, you can enter sick leave into your Kronos timecard.

To enter sick leave hours:

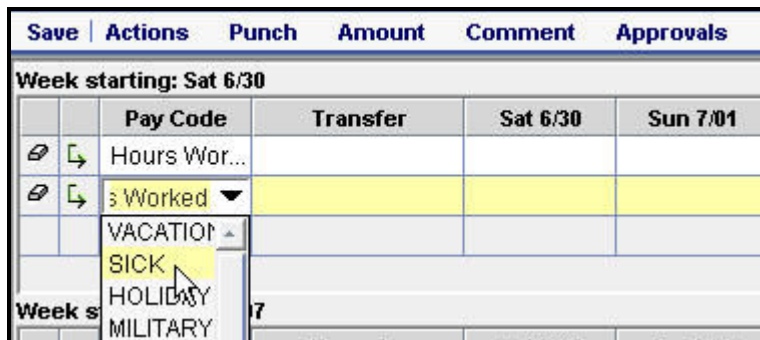
4. Insert a new row by clicking on the green arrow on an existing row.



Week starting: Sat 6/30			
	Pay Code	Transfer	Sat 6/30
⊗	Hours Wor...		

Figure 11 - Monthly Employee - Inserting a New Row

5. Change the new row's "Pay Code" from "Hours Worked" to "Sick".



Save	Actions	Punch	Amount	Comment	Approvals
Week starting: Sat 6/30					
	Pay Code	Transfer	Sat 6/30	Sun 7/01	
⊗	Hours Wor...				
⊗	Hours Worked				
	VACATION				
	SICK				
	HOLIDAY				
	MILITARY				

Figure 12 - Monthly Employee - Changing Pay Code

6. Enter the sick leave hours on that new "Sick" row.

Entering Vacation Leave Hours

Entering vacation leave is the same as entering sick leave, except you choose the vacation pay code. Below is an example of a biweekly timecard with hours worked, sick leave hours, and vacation leave hours reported.

Timecard										
Loaded: 1:08PM		Name & ID:								
		Time Period:		Current Pay Period						
Save	Actions	Punch	Amount	Comment	Approvals	Reports				
Week starting: Sat 6/30										
	Pay Code	Transfer	Sat 6/30	Sun 7/01	Mon 7/02	Tue 7/03	Wed 7/04	Thu 7/05	Fri 7/06	Total
	Hours Wor...				8.0	8.0		8.0	8.0	32.0
					8.0	8.0		8.0	8.0	32.0
Week starting: Sat 7/07										
	Pay Code	Transfer	Sat 7/07	Sun 7/08	Mon 7/09	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Total
	Hours Wor...				8.0	8.0				16.0
	SICK						8.0			8.0
	VACATION							8.0	8.0	16.0
					8.0	8.0	8.0	8.0	8.0	40.0

Figure 13 - Monthly Employee - Entering Vacation Leave

Note: The gold bar at the top of your timecard indicates unsaved changes. Click “Save” on the main menu to send the current changes to the server.

Note: If you are a benefited employee, paid holidays will appear automatically in purple on your timecard.

Approving the Timecard

In Kronos, an Approval is the same as signing your timecard; you are verifying that the time and leave that you have reported is accurate to the best of your knowledge.

If you are a bi-weekly employee, you should have your time entered and your timecard approved by 5:00pm on the Friday that they do not get paid (Kronos Friday).

To approve your timecard:

Click “Approvals” on the main menu, and then click on “Approve”.

Amount	Comment	Approvals	Reports
		Approve	
Transfer	Sat 6/16	Remove Approval	18
		Sign Off	
		Remove Sign-Off	

Figure 14 - Monthly Employee - Approving Timecard

Checking Leave Accrual Balances

Biweekly employees that are benefited can check their accrual balances from their Kronos account.

To check your sick leave and vacation leave accrual balances:

Click on the “Accruals” tab near the bottom of your timecard.

Week starting: Sat 7/14									
	Pay Code	Transfer	Sat 7/14	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri
	Hours Wor...								

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
SICK	250.0	Hour	7/31/2007	0.0	0.0	250.0	250.0
VACATION	175.0	Hour	7/31/2007	0.0	0.0	175.0	175.0

Figure 15 - Monthly Employee - Checking Leave Accrual Balances

Save Changes

Anytime you make changes to your timecard you should save the changes. The gold bar at the top of your timecard indicates unsaved changes.

To save changes to your timecard:

Click “Save” on the main menu.

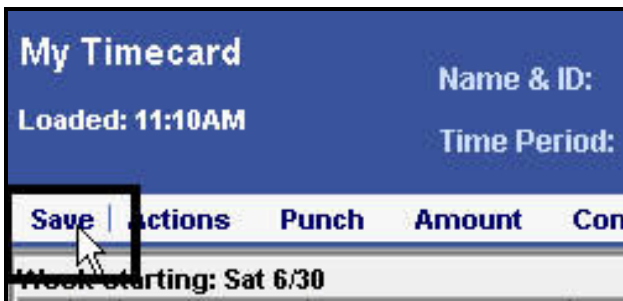


Figure 16 - Monthly Employee - Saving Timecard Changes