Kronos Hourly Employee Job Aid

Non-Exempt, or hourly, employees must record the hours worked for each day during a pay period. The below elow worked • í ÞG§

5) If you are working part of the day and plan to use accrual time for the remaining portion, you will need to enter that correctly on your time card. After you enter the "In" and "Out" time for the hours you worked, you will need to click the '+' icon next to that day to add another line. Select the pay code and enter the amount of hours. Remember to hit save after making your entries.

Note: Kronos makes an automatic deduction for lunch time (either 1 hour or an 30 minute deduction depending on annual hours) for employees that work more than 6 hours in one day.

You are able to edit your timecard and cancel the automatic lunch deduction made in Kronos. You would need to right click on the "In" or "Out" punch you made to bring up the correct screen. Please make sure that you have your manager's approval prior to taking this action. Once you complete the deduction; save the changes so your hours will update.

6) When you have made all the entries for the pay period, remember to save it. You can click the 'Approve Timecard' icon and select 'Approve Timecard' from the drop down box. There is also an option

to remove your approval in the event you need to make edits to your timecard. Once you approve your timecard the background will turn green.

7) You can check your accrual balance by going to the bottom of the timecard. Be sure to click on the double line and arrow icon (shown circled below) so it will show the additional tabs. You will have tabs for 'Total' hours as enter on the timecard, 'Accruals', 'Historical Corrections' and 'Audits'. Click the 'Accruals' tab to see your balances.

8) If you would like to confirm that your timecard has been approved your; you can go to the 'Audits' tab at the bottom of the timecard to search that information. Once on the tab, select 'My Signoff and Approval' from the first drop down box and in the second drop down box select 'All'. Timecard approval information will populate here.