Navigating Desktop Functions in Kronos Intouch (Swipe) Employees Reference Guide

Intouch Users requiring Desktop Functions

Starbucks Staff
Custodial Staff
Accessing and Logging Off Kronos

Access Kronos through the Intranet. Enter your **Username** and **Password**.

![Kronos Workforce Central](https://kronos.ucsd.edu/wfc/logon)

**Note:** Always use the Sign Out link when logging off of Kronos.

### Kronos Workspace

All employee related tasks can be performed once logged into Kronos by selecting the applicable Widget from the Related Items Pane. My Timecard is the default workspace.

- **My Timecard** – Displays the timecard
- **My Timestamp** – Allows you to record your punch times.
- **My Time Off** – Accesses the calendar and allows you to request time off.
- **My Reports** – Accesses employee reports.

![Kronos Workspace](https://kronos.ucsd.edu/wfc/mytimecard)
Viewing Your Timecard

Upon log on, your Timecard displays in the default workspace. Your Timecard is view only, however you may hover over an exception to view the detail.

Viewing Accruals

Your accruals balances can be viewed within the Timecard or by accessing My Reports. Click the button to expand more information. You can view your Accrual balances by clicking the Accruals link.
Requesting Time Off

The My Time Off widget displays your calendar and upcoming scheduled shifts. It also allows you to request time off.

1. From the Related Items pane, click the My Time Off widget.
2. Click the Request Time Off button in the calendar.
3. Enter the Start Date and End Date for the day you are requesting.
4. Select the appropriate Pay Code from the drop-down list.
5. Enter the Start Time.
6. In the Time Unit section select Hours.
7. Enter the Number of Hours Per Day in the Duration field.
8. Click Submit.

Note:
- Accrual balances display at the bottom of the Request Time Off window.
- Your request is sent to your manager for approval.
- An email notification is sent when your manager responds to the request.
- Approved time off automatically populates your schedule and timecard for the appropriate time period.
Approving Time

Approving your timecard is required every pay period. It indicates you have reviewed and approved your timecard for accuracy.

1. From the **My Timecard** widget, select the applicable pay period from the **Time Period** drop-down list.
2. Click the **Approve Timecard** icon.
3. Click **Approve Timecard**.
4. Confirm the Approval Statement by clicking **Approve**.
5. Click **Sign Out** to end your session.

**Note:**
- Once approved, the timecard is shaded orange. Each color represents where the timecard is within the approval process.
- Employees must approve their timecard each pay period.
- If applicable, to remove an approval, select **Approve Timecard > Remove Timecard Approval**.

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
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<tbody>
<tr>
<td>Orange</td>
<td>Timecard has been approved by the employee only</td>
</tr>
<tr>
<td>Yellow</td>
<td>Timecard has been approved by the manager only</td>
</tr>
<tr>
<td>Green</td>
<td>Timecard has been approved by both employee and manager</td>
</tr>
<tr>
<td>Grey</td>
<td>Timecard has been signed off by either the employee, manager, or both</td>
</tr>
</tbody>
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Accessing My Reports

My Reports are accessed from the Related Items Pane.

- **Schedule** – Displays your assigned schedule for the selected time period.
- **Time Detail** – Displays your timecard for the selected time period.
- **My Accruals Balances and Projections** – Displays your accruals information as of the date selected.

1. From the Related Items pane, select **My Reports**.
2. Select the report from the Available Reports section.
3. Select the **Time Period**.
   
   **Note:** For the **My Accrual Balances and Projections** report, select the **As Of** date.
4. Click **View Report**.
5. To close the report, click **Return**.