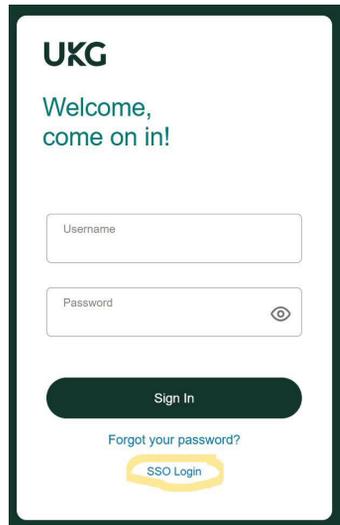# Reporting Time in Kronos – Desktop User Exempt- Monthly Employees

Monthly Career Staff

Accessing Kronos (WFM)

Access Kronos, also known as Workforce Management (WFM), through this link: [Kronos](#)
Click **Single Sign On (SSO) Login**. Login with your **work AD** account.

(WFM) Kronos – New starting page

All employee related tasks can be performed by selecting the applicable tiles. Navigate by clicking on the arrows within the tiles.

- **Punch** – Allows you to clock in and out. This includes adding transfer codes for folks with multiple appointments.
- **My Notifications** – Displays system notifications, including your requests and missed punches.
- **My Timecard** – Allows you to view your timesheet.
- **Manage Schedule -** Tile will only show for supervisors who manage employee's timesheets.
- **My Time Off** – Allows you to submit time off requests.
- **My Schedule**- Will display your schedule if there is one set.
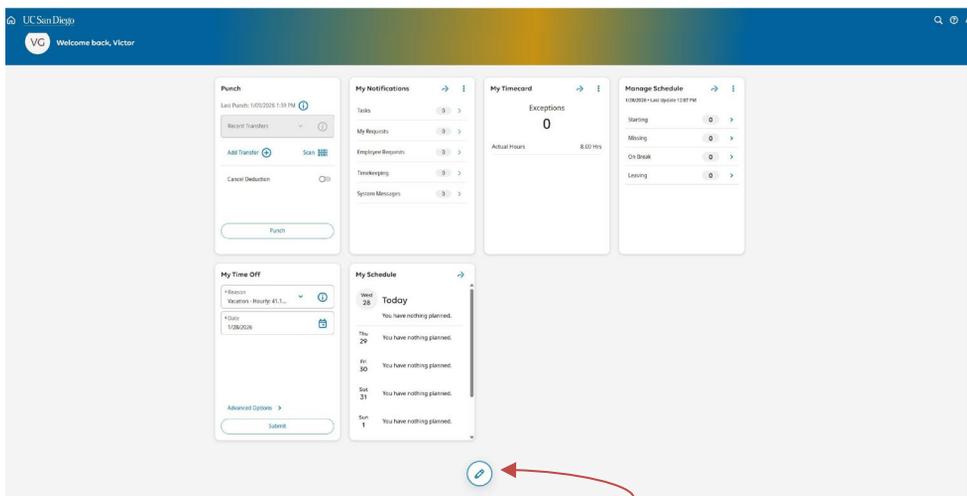
You may edit your homepage tiles by clicking on the pencil icon found at the bottom of the homepage.

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Viewing Your Timecard

Upon login, click on the arrow in the **My Timecard** tile to view your timesheet.

Timecard approval

Pay period

- **This icon will allow you to change your how your timesheet is displayed. The display above is considered "List View". Below you will see the "Table View".**

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Viewing Accruals

Your accrual balances can be viewed within the Timecard or by accessing the **My Accruals Salary** tile on the homepage. Navigate to the bottom of your timesheet, clicking on **Accruals** will bring up your accrual menu.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period	Absence
+	⊖	Sun 1/04										
+	⊖	Mon 1/05										
+	⊖	Tue 1/06										
+	⊖	Wed 1/07										
+	⊖	Thu 1/08										
+	⊖	Fri 1/09										
+	⊖	Sat 1/10										
+	⊖	Sun 1/11										
+	⊖	Mon 1/12										
+	⊖	Tue 1/13										
+	⊖	Wed 1/14										
+	⊖	Thu 1/15										
+	⊖	Fri 1/16										

Accrual Code Name	Accrual Code Type	Available Balance	Taken to Date	Current Vested Balance	Planned Takings
Comp Time	Hour	0.00	0.00	0.00	0.00
CT Payout	Hour	0.00	0.00	0.00	0.00
Sick	Hour	277.70	0.00	277.70	0.00
Vacation	Hour	148.73	0.00	148.73	0.00

Accruals	Totals	Audits	Historical corrections

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Approving Time

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

1. First, ensure you are viewing the correct pay period (top right-hand side of your screen).
2. To approve, Click the **Approve Timecard** icon located in the top left-hand corner.
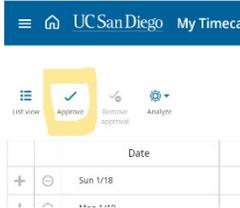
3. Click on the three lines near the home icon on the top left of the screen to **Sign Out** at the end of your session.

Note:
- *Once approved by the employee, the timecard is shaded yellow. 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 Remove Timecard Approval.*

Timecard Approval Color Codes

Yellow   Approved by Employee, not Manager

Light Purple   Approved by Manager, not Employee
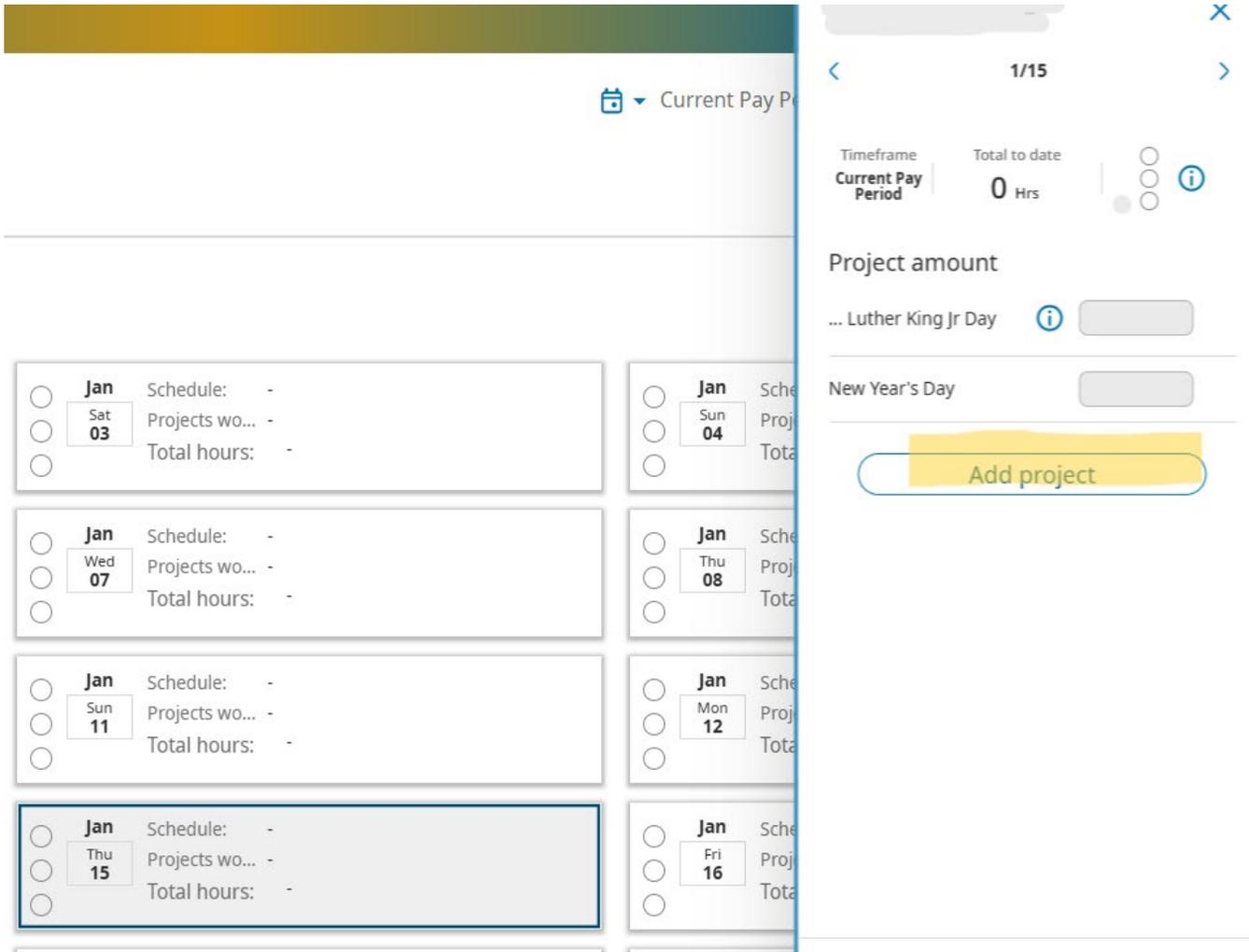
Green   Approved by Employee and Manager

Grey   Timecard Signed Off.

Blue   Totals, cannot be edited.

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Exempt Career Staff (Monthly)

Monthly Career staff report **Exceptions** and do not report hours worked. This includes **Jury Duty-Salaried, Sick-Salaried, Vacation-Salaried.**

1. Select the date you would like to report an **Exception**. You will see the menu pictured above.

2. Select **Add Project**.

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3. Select the correct **Paycode**. And enter the hours you will be using.

4. Click **Apply.**

5. Make sure to save your timesheet once done.

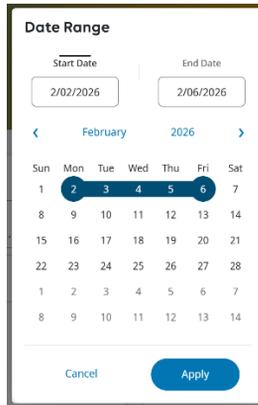# How to submit - Time Off Requests

Time off requests may be submitted through the **My Time Off** tile, found on your homepage.

•   ***Reason** – Clicking here will open a dropdown of your available accrual buckets (Vacation, Sick, etc.).

•   ***Date** – This is where you select the date range for your request.

•   **Advanced Options**– This is where you will specify how many hours you are requesting. This also allows you to submit requests with non-consecutive days.
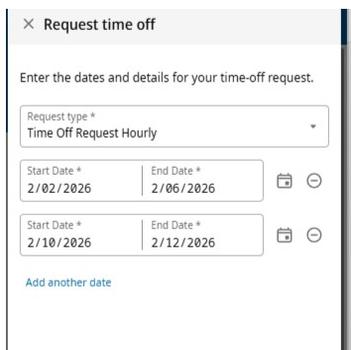
•   **Submit**- Submits your time off request.

1. First, Click the box labeled **Reason (Highlighted above).** Select the correct accrual bucket you will use.

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2. Next, Click on **Date.** This will open the calendar as shown below. Select your dates and click Apply.

Date Range

Start Date	End Date
2/02/2026	2/06/2026

‹	February			2026		›
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Cancel   Apply

3. Click on **Advanced Options.** *Note: You may select non-consecutive days in the menu that opens (as shown below).*

× Request time off

Enter the dates and details for your time-off request.

Request type *
Time Off Request Hourly

Start Date *	End Date *
2/02/2026	2/06/2026

Start Date *	End Date *
2/10/2026	2/12/2026

Add another date

4. Next, select **Hours**. Enter a start time and then add the number of hours to duration**. Please see example below.** *Note: If you select **Full** but do not have a schedule, your request will not show correctly.*
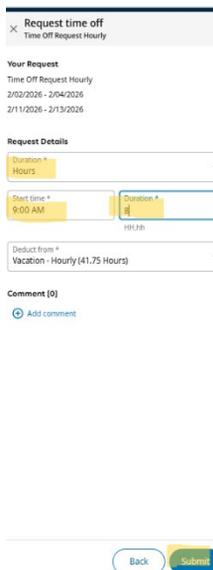
× Request time off
Time Off Request Hourly

Your Request
Time Off Request Hourly
2/02/2026 - 2/04/2026
2/11/2026 - 2/13/2026

Request Details

Duration *
Hours

Start time *   Duration *
9:00 AM   0
                      HH.hh

Deduct from *
Vacation - Hourly (41.75 Hours)

Comment [0]
⊕ Add comment

Back   Submit

5. Lastly, click **Submit** to submit your request

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Getting Help in Kronos

On the top right-hand corner of your homepage, you will notice a few icons.

- **Magnifying glass -** Employee search, available to supervisors.

- **Question mark (?)** – Takes you to helpful how to guides and video walkthroughs.

- **Bell Icon –** Takes you to your control center where you will see any pending request, tasks and system messages.

Accessing My Reports
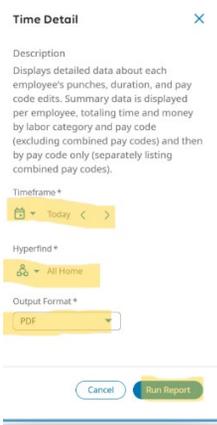
My Reports are accessed from the 3 lines on the top left-hand corner. This will open the side menu as shown below.
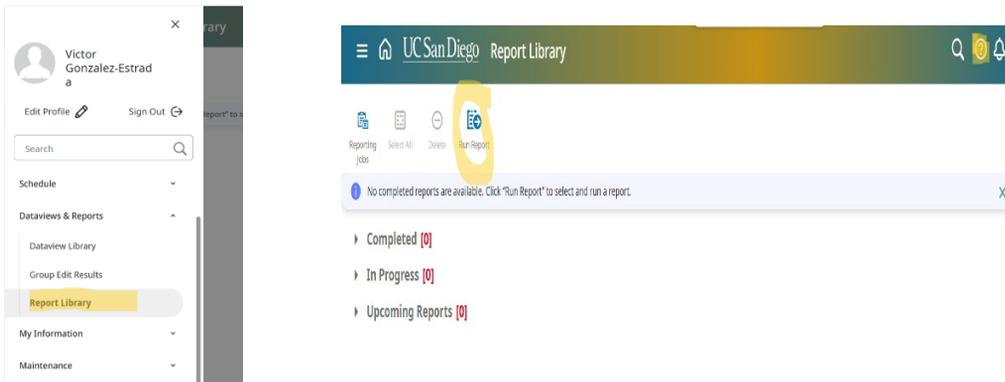
1. Click on **Report Library.**
2. Select the **Run Report.** The question mark icon in the top right hand has walk throughs for running reports.
3. Select the **Report** you'd like to run. Once selected, you will be able to enter the date range, hyper find, and
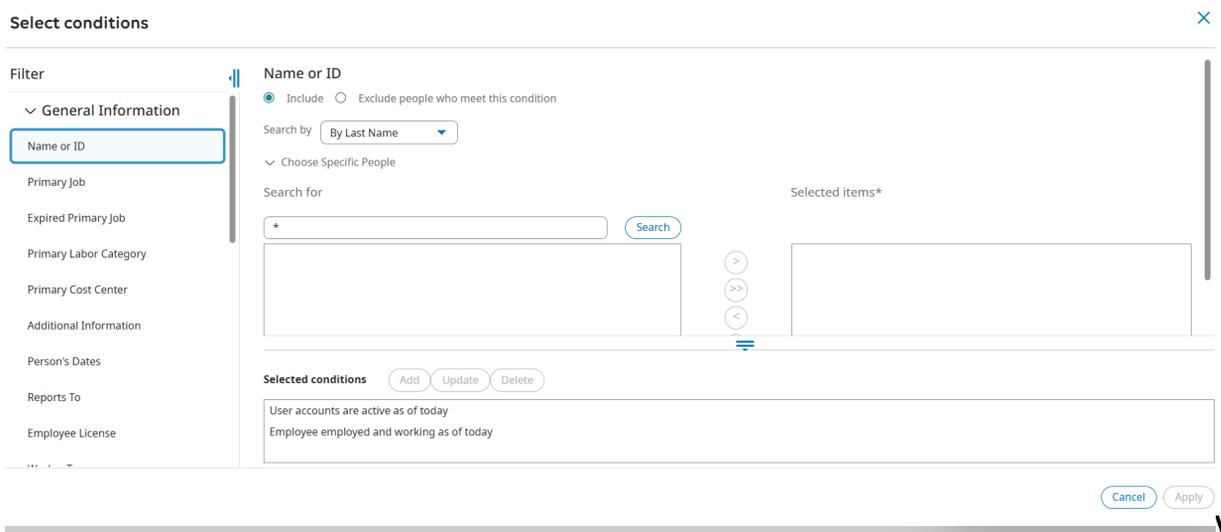
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Time Detail

Description

Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor category and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

Timeframe *

📅 ▾ Today < >

Hyperfind *

⚙ ▾ All Home

Output Format *

PDF ▾

Cancel   Run Report

format.

4. Click **Hyperfind**, **Ad Hoc** will allow you to search by specific employee.

5. Click on Add or Edit conditions. This will allow you to search for specific employees.

Select conditions ×

Filter

∨ General Information

Name or ID

Primary Job

Expired Primary Job

Primary Labor Category

Primary Cost Center

Additional Information

Person's Dates

Reports To

Employee License

Name or ID

◉ Include ○ Exclude people who meet this condition

Search by By Last Name ▾

∨ Choose Specific People

Search for   Selected items*

[*] Search

Selected conditions Add Update Delete

User accounts are active as of today
Employee employed and working as of today

Cancel Apply

6. Click **Apply.**

7. Lastly click **Run Report.**

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