# Reporting Time in Kronos – Desktop User Timestamp and Hourly Employees

*Students & STEs who do not have access to a timeclock.*

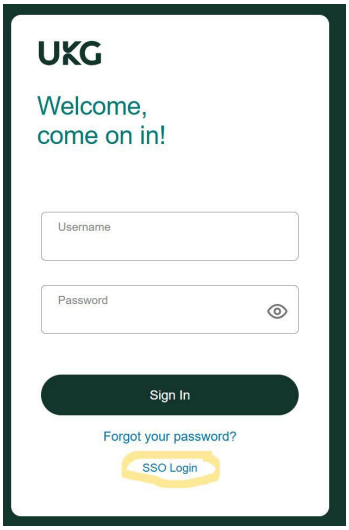
ArtPower Students
Box Office Students
SPACES Students
Food Pantry Students
CSI Community Service
Some Short-Term-Exception Employees

KRONOS

# Accessing Kronos (WFM)

Access Kronos, also known as Workforce Management (WFM), through this link: Kronos

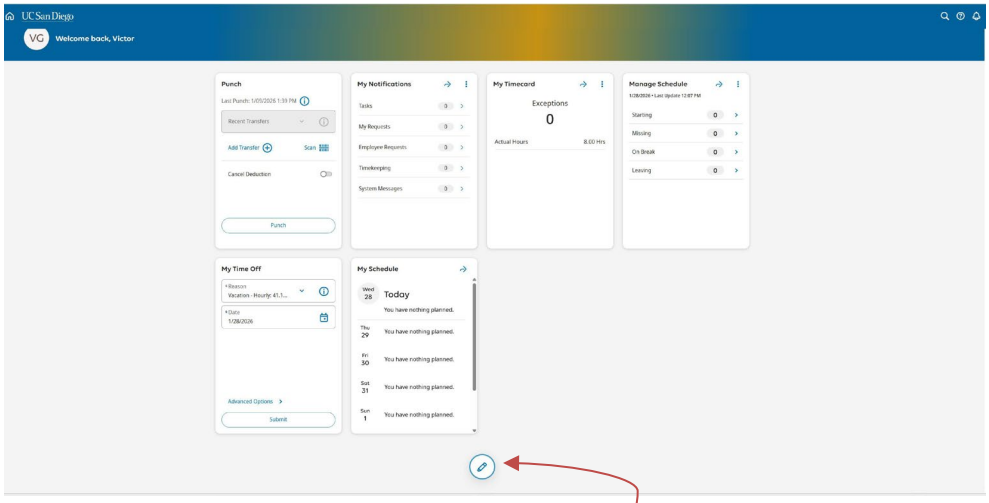
Click **Single Sign On (SSO) Login**. Login with your **work AD** account.




# (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.



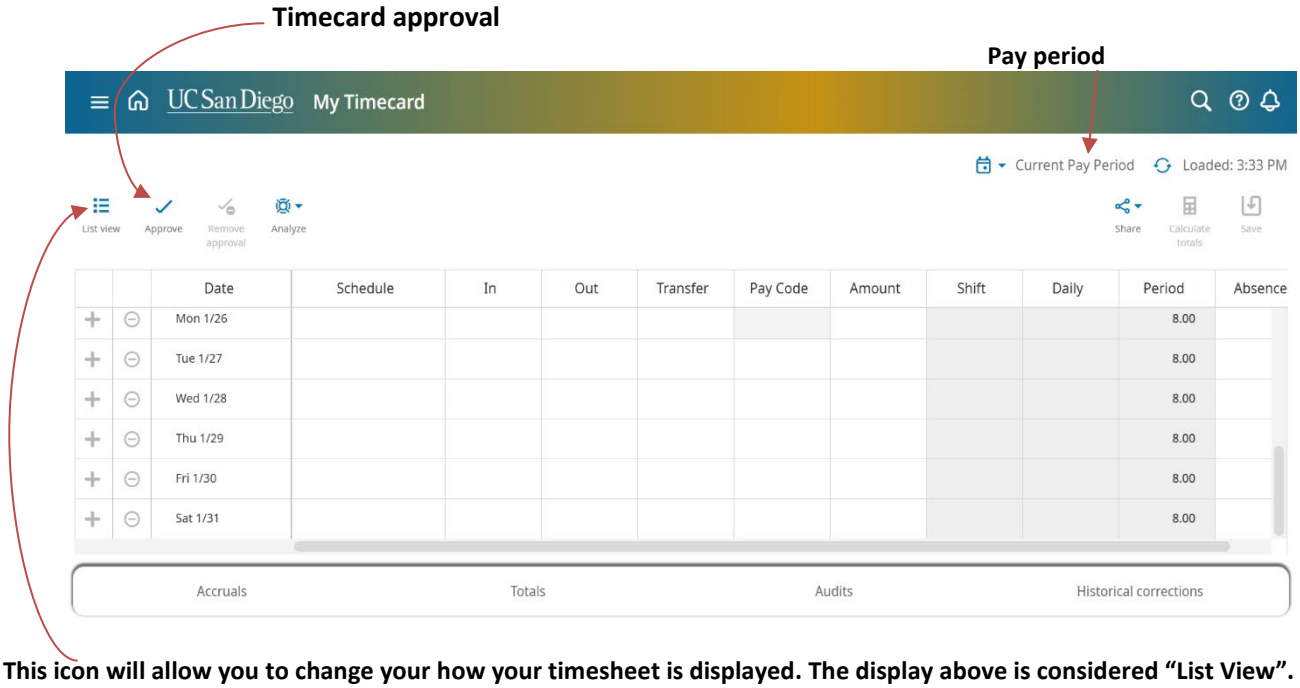

You may edit your homepage tiles by clicking on the pencil icon found at the bottom of the homepage.



UC San Diego

# Viewing Your Timecard

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




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

# Viewing Accruals

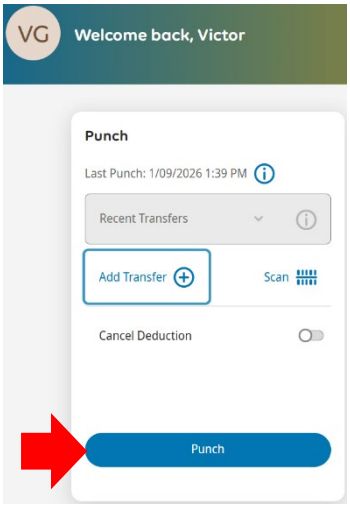
Your accrual balances can be viewed within the Timecard or by accessing the **My Accruals Salary** tile on the homepage. Navigate to the bottom of your timesheet, clicking on **Accruals** will bring up your accrual menu.

UC San Diego

# Clocking In/Out

The Punch tile is used to record in/out punches.

1. Log in to **Kronos**.
2. From the Punch tile, click the **Punch button**
3. Click **Sign Out** to end your session.



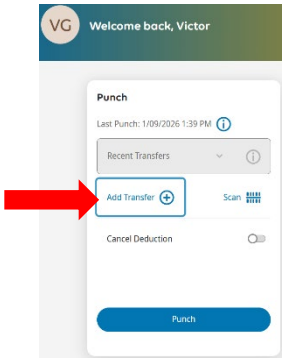

***Note:***

- *Kronos displays the recorded punch time.*
- *Kronos uses the server time to record the punch time.*

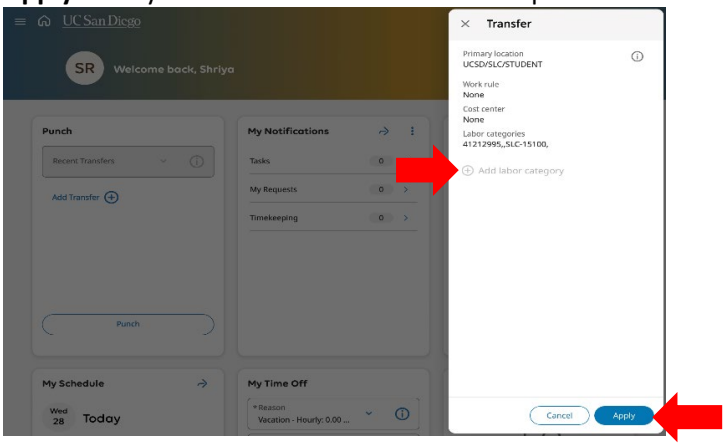
# Transferring Time using My Timestamp

Employees with multiple jobs must use the transfer code to allocate hours to correct position.

1. Log in to **Kronos**.
2. From the Punch tile, click **Add Transfer**.



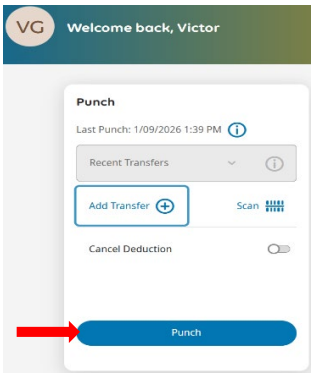

3. In the Transfer menu. You will see an option to **add labor category**. This is where you will be able to enter your supervisor's code and the position number associated with the position you are clocking in for. Click **Apply** once you have selected the correct supervisor code.



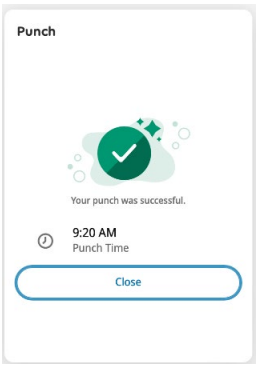



UC San Diego

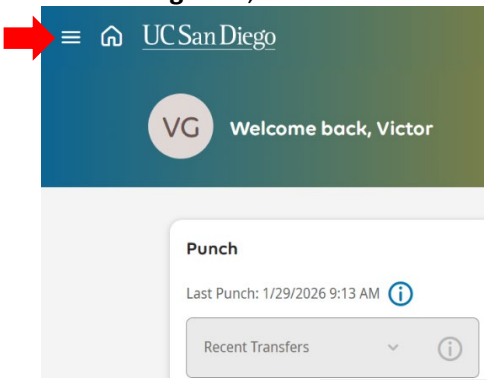
4. Click **Punch** to clock in.



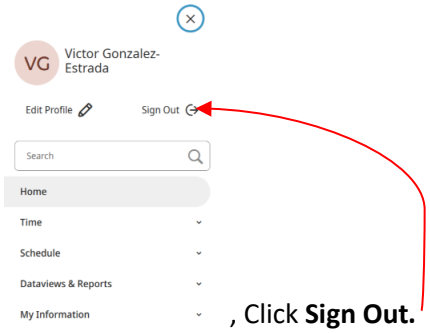

You will see this confirmation message if punch was successful.




5. To **sign out**, click on the three lines in the top left corner.




You will see this menu

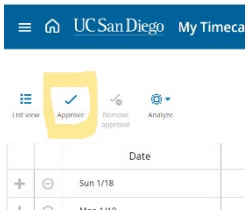



, Click **Sign Out.**

# 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:***

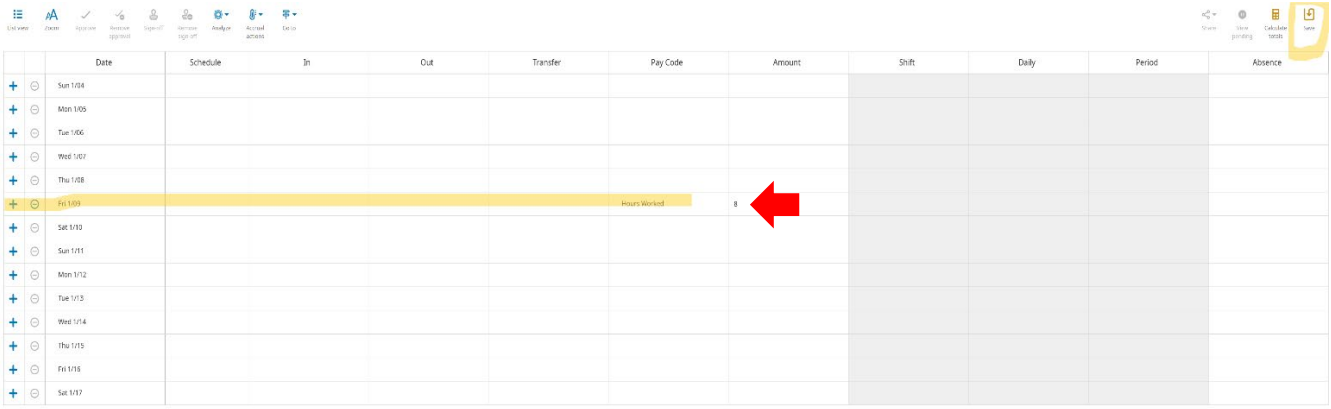
- *Once approved by the employee, the timecard is shaded yellow. Each color represents where the timecard is within the approval process.*
- *Employees must approve their timecard each pay period.*
- *If applicable, to remove an approval, select Remove Timecard Approval.*

## 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. |

# Hourly Career Staff (Non-Student positions)

In addition to clocking in/out as shown above. Career staff are able to enter hours via the **Pay Code** and **Amount** column.

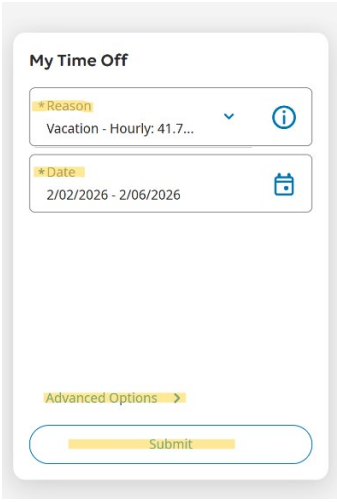



1. Ensure you are editing the correct date line. Click on Pay Code, select the correct pay code.
2. Then enter the amount in the amount column.
3. Make sure to click on Save in the top right hand corner.
4. Once ready, make sure to Approve your timesheet following the steps listed in the previous page.

# How to submit - Time Off Requests

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

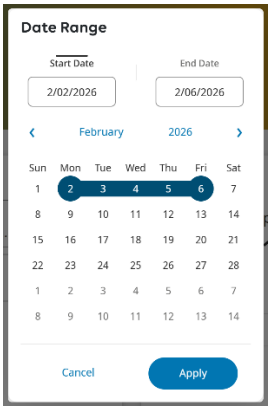
- ***Reason** – Clicking here will open a dropdown of your available accrual buckets (Vacation, Sick, etc.).
- ***Date** – This is where you select the date range for your request.
- **Advanced Options**– This is where you will specify how many hours you are requesting. This also allows you to submit requests with non-consecutive days.
- **Submit-** Submits your time off request.



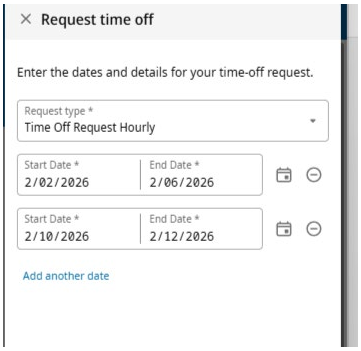



UC San Diego

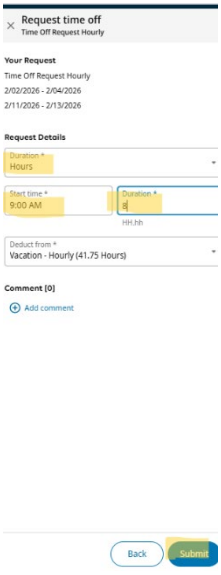
1. First, Click on the box labeled **Reason (Highlighted above).** Select the correct accrual bucket you will use.
2. Next, Click on **Date.** This will open the calendar as shown below. Select your dates and click Apply.




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




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.*

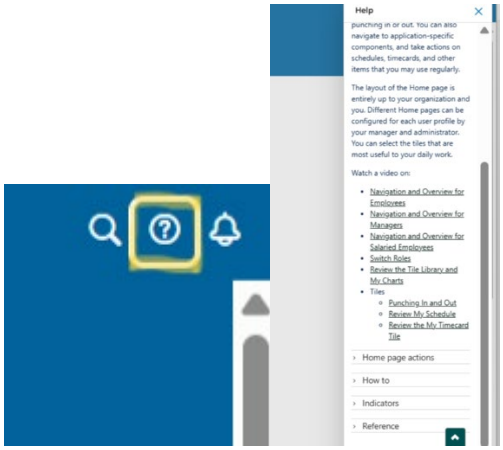



5. Lastly, click **Submit** to submit your request

# Getting Help in Kronos

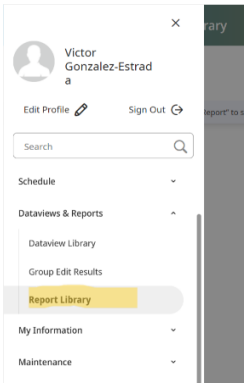
On the top right-hand corner of your homepage, you will notice a few icons.

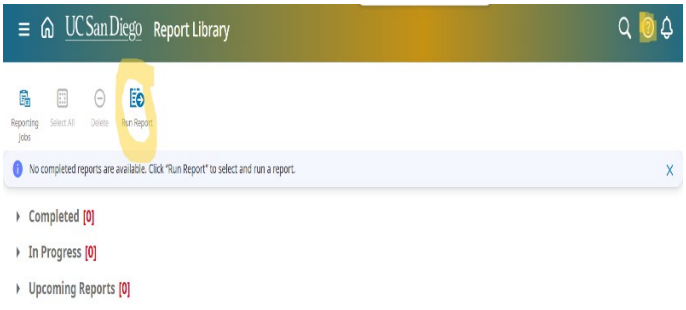
- **Magnifying glass -** Employee search, available to supervisors.
- **Question mark (?)** – Takes you to helpful how to guides and video walkthroughs.
- **Bell Icon –** Takes you to your control center where you will see any pending request, tasks and system messages.




# 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.

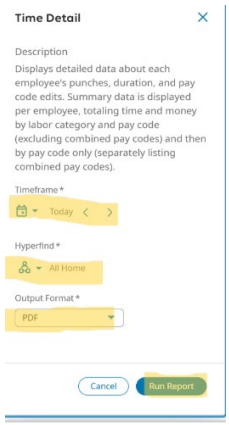


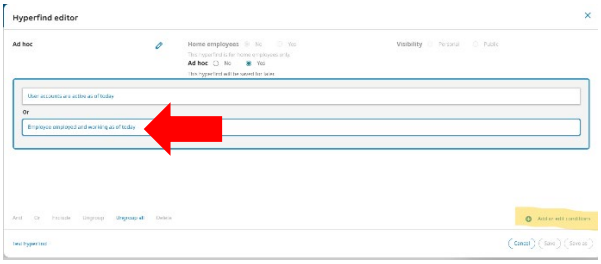

1. Click on **Report Library.**
2. Select the **Run Report.** The question mark icon in the top right hand has walk throughs for running reports.
3. Select the **Report** you'd like to run. Once selected, you will be able to enter the date range, hyperfind, and



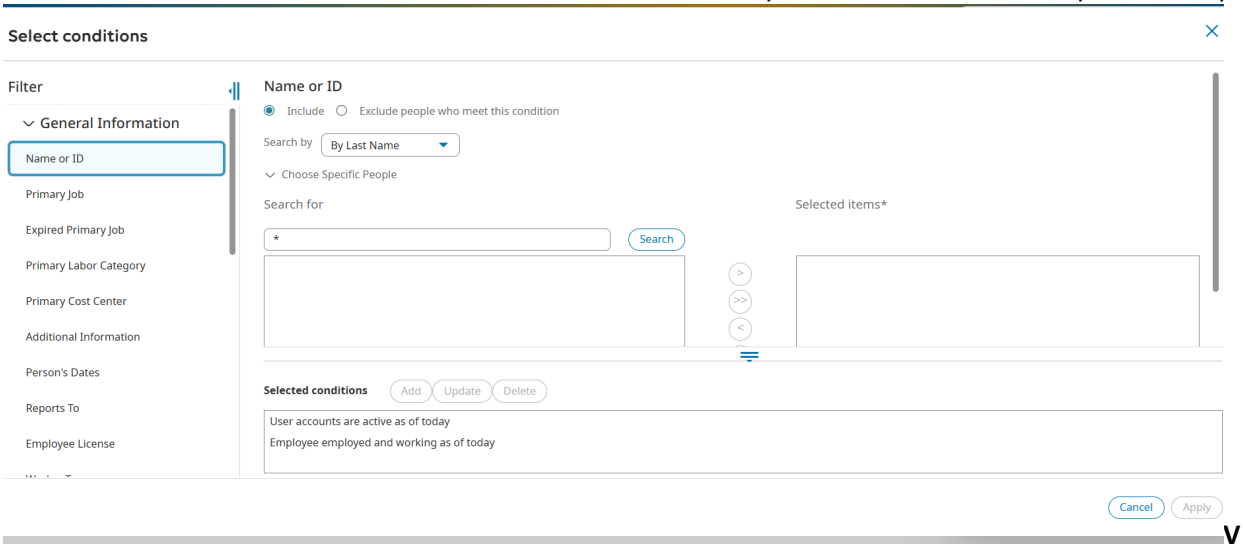
UC San Diego

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.




6. Click **Apply.**
7. Lastly click **Run Report.**