

Personal Access to Your Kronos Workforce Central 8 Timecard

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Important Considerations

- **Employees are required to record punches as they occur.** Please do not wait until the end of the day, week, pay period, etc. to key your times in.
- **Make sure to “Save” your work before exiting.** The “Save” option is located just above the timecard, on the right side. Failure to save your time will result in the loss of all data entered since the last “Save”.
- **You must record exact start/end times on your timecard.** If you are scheduled to begin work at 8:30 am but actually begin at 8:29 am, then your timecard must reflect 8:29 am. Likewise, if you arrive at 8:31 am, then you must record 8:31 am.
- There is an audit trail within Kronos where any questions about what has occurred on a timecard can be clarified.
- Every other Friday your timecard will be reviewed and the person reviewing it will then sign-off on the timecard. The sign-off performs two functions, first it is the electronic signature indicating that the hours are accurate and should be paid. Second, it locks the hours in place so no further editing can take place without first contacting the Kronos Administrator or the Payroll Department.
- **Please make sure that your timecard is accurate prior to leaving on the last day of the pay period in order for it to be ready for sign-off the next day.**
- Every timecard since 7/1/1999 is available to the employee. Timecard access defaults to the “Current Pay Period”. This can be seen in the upper right corner of the timecard. If a different timeframe is preferred, then click in the area where “Current Pay Period” is located and select the option you prefer. For a customized date range, you may click the icon located just to the right of the “Current Pay Period” area. Selecting this option will then prompt you to enter the customized date you desire.
- To print a timecard, click the “Print Timecard” icon located just above the timecard, in the upper right corner.
- **Please click “Sign Out” when done using the software.** “Sign Out” is located just below your name in the upper left corner.

Accessing and maintaining your personal timecard is a simple and convenient process. Prior to accessing your timecard, please follow the instructions for setting up a desktop icon which will make accessing your timecard convenient (instructions are within a separate document). Once set up, you simply double click on the “Kronos” icon, enter your RIT computer account username (the username typically associated with your email account), and your Kronos password. Please be sure to read the entire email your supervisor forwarded to you. There is a temporary password included within the email.

Please note: When attempting to log into your timecard you may be required to allow Adobe Flash to run. If prompted to allow Flash to run, then please click “Get Flash” and then click “Allow”. Depending on which web browser you are using, the Flash message may vary slightly from what is described here. Once Flash has been enabled you will then be able to log in as described above.

Three Sections in Kronos

There are three sections, referred to as widgets, which make up the Kronos WFC 8 display:

- My Timecard widget
- My Timestamp widget
- Related Items widget

1. My Timecard widget

This widget is where punches, sick time and vacation can be input, edited and/or deleted.

Below the timecard, there is an icon (it looks like this: ) where you can find the totals of all types of pay that you have earned (such as Regular, Overtime, Holiday, Vacation, etc.), accrual balances (Sick and Vacation) and also an audit trail which will detail anything that is recorded on your timecard. Clicking once on the icon will open the area. Once open, you will find 3 tabs; Totals, Accruals and Audits. Click on any tab to access that particular section.

Adding, Editing and Deleting punches:

- *Adding a punch*
To enter a punch, simply click in either the “In” or “Out” cell for the date that you would like to record a punch and enter the time. Be sure to include an “a” for punches recorded between midnight and 11:59am and a “p” for punches recorded between noon and 11:59 pm. Doing so indicates to Kronos that you are entering punches for “AM” or “PM”. The “:” is not required, however, you may use it (for example, entering 1129a will result in a recorded punch of 11:29 am, entering 1129p will result in a recorded punch of 11:29 pm).

- *Editing a punch*
To edit a punch, click in the cell of the punch to be edited and type over the existing punch in the same manner that you would when adding a punch.
- *Deleting a punch*
To delete a punch, click in the cell of the punch that you would like to eliminate, then press the “Delete” key on your keyboard.

2. My Timestamp widget

This option will input a punch for the current date/time. Using this feature is optional, however, it is recommended for IN/OUT punches for your meal break (as well as any other required punches within the course of the day, if applicable.) When the “Record Timestamp” button is clicked (single click), the current time is recorded on the timecard. This option is great for those times when the computer is already up and running. This option is not desirable when beginning or ending your day, due to the fact that at the beginning of the day you should already be on the timeclock prior to logging into Kronos. Similarly, an employee is typically on the clock for at least a few additional minutes after logging out of the computer at the end of the day. If the punch does not display on the timecard after clicking “Record Timestamp”, then please click the “Refresh” icon located above the timecard, on the right.

Please refer to the “My Timecard widget” section for information on how to record time other than the current time.

3. Related Items widget

This section contains options for accessing the Audit trail, changing your password, Help windows and “[My RIT Links](#)” which, when clicked, will display links to various RIT web sites that relate to Kronos in some fashion as well as information regarding [when pay periods begin/end, how to add Sick and Vacation to your timecard and an explanation of your accrual balances.](#)