KRONOS TIME & ATTENDANCE - EXEMPT EMPLOYEE

Logging In

1. Log in to Kronos from Workday by selecting the Kronos Timekeeping application or from the Pomona Portal or https://timekeeping.claremont.edu.

   ![Applications]
   13 items

   ![Kronos Timekeeping]

2. Select Pomona College from the drop down on the Central Authentication Service screen.
3. In the Username field, enter your Pomona username.
4. In the Password field, enter your Pomona password.
5. Click on LOGIN and you will be brought to your timecard for the current pay period.
Entering Pay Codes

1. Select the Pay Code cell for the day hours are being entered for hourly employees. Select the <Enter Pay Code> cell for monthly employees.
2. From the Pay Code or <Enter Pay Code> drop down list select the pay code i.e. VAC.
3. Click the Amount cell and enter the number of hours i.e. 8 for hourly employees or enter the amount on the date time was taken for monthly employees.

4. Click Save.

Add Comments to Pay Code

1. Right-click in the day/amount cell of the pay code and select Comments.

2. Select the appropriate comment from the drop down and click on Add. A note can be added if necessary.
3. Click on OK.
View Accruals

1. Open the drawer at the bottom of the timecard.

2. Select Accruals. Note- Balances are as of the date you have highlighted on your timecard and the monthly grant takes place the last day of the month.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Accruals</th>
<th>Accrual Units</th>
<th>Accrual Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Hour</td>
<td>8.30</td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td>Hour</td>
<td>060.00</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>Hour</td>
<td>238.67</td>
<td></td>
</tr>
</tbody>
</table>

Running Delivered Reports

1. Select My Reports from the Related Items Pane.
2. Select the report, **Time Detail** or **My Accrual Balances and Projections**.
3. Select the Time Period for the Time Detail report or the As of date for My Accrual Balances and Projections report.
4. Select **View Report**.

![View Report](image)

**Approve Timecard**

1. Verify you are in the correct pay period and Click on the **Approve Timecard** icon.
2. Select **Approve Timecard** from the drop down. A brief notification in pink will appear verifying the timecard is approved. The background of the timecard will turn yellow.

![Approve Timecard](image)

**Requesting Time Off**

1. From the timecard, click on **My Calendar** from the related actions pane on the right.

![My Calendar](image)
2. Select **Request Time Off**.

3. Enter the start and end date and select the pay code. Enter the start time (i.e. 8a) and enter the length (always daily hours, not total time off i.e. 4 or 8). If the request will cross over a weekend there needs to be 2 time off requests to exclude the weekend.

4. Select **Submit**.

5. You and your supervisor will receive an email stating the time off request was submitted. Once the time off request is approved by the manager you will receive an email and your timecard will be populated with the pay code and hours you requested. **Note**- this process replaces having to manually enter pay code and amounts into your timecard.

**Signing Out**

1. Click on **Sign Out** located right under your name in the top left corner.