KRONOS TIME & ATTENDANCE – HOURLY 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.

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 the time was taken for monthly employees.
4. Click **Save**.

**Entering Time and Job Transfers**

1. Select the **In** cell for the day worked and enter the time you started working and then press tab. **Note- the system will default to am, you must enter “p” to get pm.**
2. Click the **Transfer** cell; from the drop down list select the correct job position for the hours being entered and press tab (Only for employees working multiple jobs).
3. In the **Out** cell, enter the time you stopped working and then press tab.
4. Click **Save**.
Add Comments to a Punch or Pay Code

1. Right-click on the punch or the amount column 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.
1. 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>Accrual Units</th>
<th>Accrual Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Hour</td>
<td>8.30</td>
</tr>
<tr>
<td>Sick</td>
<td>Hour</td>
<td>900.00</td>
</tr>
<tr>
<td>Vacation</td>
<td>Hour</td>
<td>238.57</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**.

**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. **Note**- the background of the timecard will turn green when the manager has approved an employee’s timecard.

![Approve Timecard](image)

**Request Time Off**

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

![My Calendar](image)

1. Select **Request Time Off**.

![Request Time Off](image)

2. 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.
3. Select **Submit**.

4. 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.