



KRONOS USER GUIDE FOR NON-EXEMPT STAFF TIMESTAMPING USING A COMPUTER INTERFACE

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Overview

This document includes information about:

- Logging into Kronos
- Navigating Kronos
- Adding leave or exception time
- Viewing accruals

Using Kronos Workforce Timekeeper

Kronos Workforce Timekeeper (KWT) allows can be accessed through most browsers. Once you are logged in, the application will display navigation buttons to help you move around. Do not use your browser's back and forward buttons as these will take you back to the logon page.


How to access Kronos

Use your UVM credentials (Net ID/password) when logging into KWT. If you are not already logged into UVM systems, DUO Security may be required before accessing Kronos. KWT links are available on the following access points:

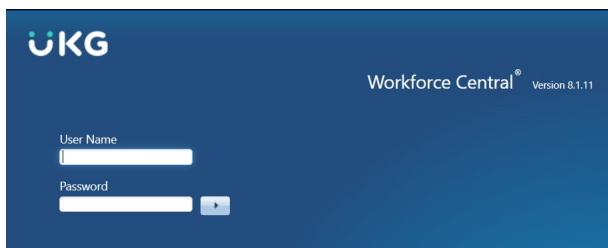
- UVM home page via myUVM.edu
- [UVM A to Z by clicking on K](#)
- [Payroll home page](#)
- [Systems Access & Support page](#)

Access the KWT login page by adding a shortcut to KWT on your desktop, saving the KWT URL in your browser favorites, or type the URL in your browser's address window where it can be recalled from the history list of your most recently visited sites.

Logging in

Enter your Username (UVM Net ID) and Password (UVM password) in the appropriate fields, then click the Logon icon () or simply hit the Enter key on your keyboard.

*Your UVM Net ID is referred to as the Username in Kronos.





Navigating your Kronos timecard

After logging in, you will see the initial “My Information/My Timecard” screen. Your name will appear in the upper right-hand corner, and your timecard will display the current pay period.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+	Mon 1/22	8:00AM-4:30PM							
+	Tue 1/23	8:00AM-4:30PM							
+	Wed 1/24	8:00AM-4:30PM							
+	Thu 1/25	8:00AM-4:30PM							
+	Fri 1/26	8:00AM-4:30PM							
+	Sat 1/27								
+	Sun 1/28								

Timestamping in Kronos

To enter your timestamp, click on the “Record Timestamp” button on the right side of the timecard.

Next click on the blue circular “Refresh” arrows located on the upper right of the timecard. DO NOT timestamp again until you refresh your timecard, as this may result in a double timestamp. By clicking on the Refresh arrows, the timestamp will register in the timecard.

*If you do not click on the Refresh arrows, your timestamp will not appear in your timecard.

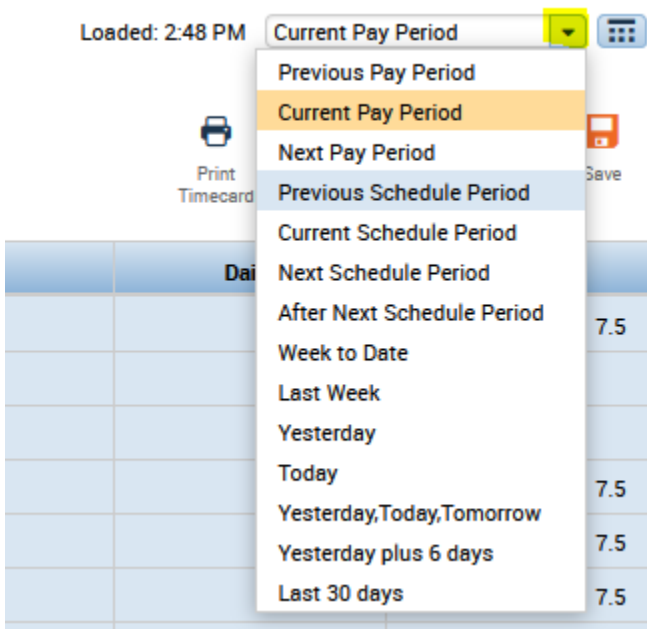
	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+	Mon 1/22	8:00AM-4:30PM							
+	Tue 1/23	8:00AM-4:30PM							
+	Wed 1/24	8:00AM-4:30PM							
+	Thu 1/25	8:00AM-4:30PM	10:56AM					3.0	
+	Fri 1/26	8:00AM-4:30PM							
+	Sat 1/27								



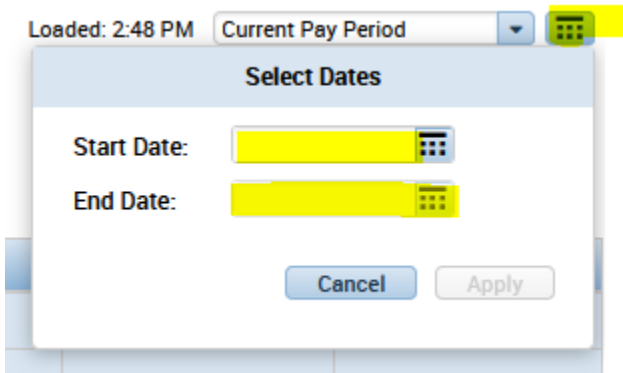
In the example above, the 10:56am timestamp appears on the timecard after clicking on the Refresh arrows. The green circle with the checkmark confirms that your timestamp has been recorded.

Changing the date range on your timecard

The timecard defaults to the “Current Pay Period” timeframe. To view different timeframes or date ranges, use the dropdown arrows to select “Previous Pay Period”, “Next Pay Period” etc.



To change the date range on your timecard, click on the Calendar icon and enter the range of dates.





Kronos timecard layout

The **Date** column shows the selected date range. **Schedule** is displayed next to that column. Timestamps are recorded in the **In** and **Out** columns. **Daily total hours** worked and the **Period to Date** totals are displayed as well.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Mon 2/12	7:30AM-4:00PM	7:25AM	2:57PM				6.92	6.92	6.92
+	Tue 2/13	7:30AM-4:00PM	7:30AM	4:05PM				8.0	8.0	14.92
+	Wed 2/14	7:30AM-4:00PM	7:26AM	4:02PM				8.0	8.0	22.92
+	Thu 2/15	7:30AM-4:00PM	7:25AM	4:02PM				8.0	8.0	30.92
+	Fri 2/16	7:30AM-4:00PM	7:28AM							30.92
+	Sat 2/17									30.92
+	Sun 2/18									30.92

Viewing timecard tabs: Accruals, Totals, Historical Corrections, Audits

The default view on timecards does not display the accruals, totals, etc. tabs at the bottom of a timecard. View these tabs by clicking on or dragging the gray “resizing bar” at the bottom of the timecard.

Accrual Code	Accrual Available Balance	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
BREAK DAY WORKED	0.0	Mon 1/01 - Tue 12/31	0.0	0.0
COMP TIME	0.0	Mon 1/01 - Tue 12/31	0.0	0.0
FLEX	0.0	Mon 1/01 - Tue 12/31	0.0	0.0
MEDICAL	162.5	Mon 1/01 - Tue 12/31	155.0	245.0
VACATION-PTO	280.0	Mon 1/01 - Tue 12/31	267.5	300.0

Accruals tab

Accruals are the amounts of time that employees earn as benefits such as Vacation-PTO, Medical, etc., and are granted on the 15th of each month. View accrual balances by clicking the Accruals tab located directly beneath the timecard grid.

Accrual Code is the available types of leave, including any accumulated comp time earned.

Accrual Available Balance is the number of hours available as of the date in your selected range.

Accrual Reporting Period is the timeframe of 01/01 through 12/31 (calendar year).



Accrual Opening Balance is the number of hours available at the beginning of the calendar year (01/01).

Accrual Ending Balance is the number of hours that were accrued or earned as of 12/31 (this balance also includes any leave used from 01/01 to 12/31).

Accrual Code	Accrual Available Balance	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
BREAK DAY WORKED	0.0	Mon 1/01 - Tue 12/31	0.0	0.0
COMP TIME	28.67	Mon 1/01 - Tue 12/31	30.92	28.67
VACATION-PTO	93.33	Mon 1/01 - Tue 12/31	80.0	240.0
MEDICAL	94.92	Mon 1/01 - Tue 12/31	94.92	142.92

By changing the date range on your timecard using the Calendar feature, Kronos allows you to see projected accrual balances many months in advance. Make sure your cursor is placed on the date on which you would like to view your balances.

Totals tab

The Totals tab displays the number of hours allocated to regular time, transferred time, and any pay codes such as Vacation-PTO, Medical, etc.

Account	Pay Code	Amount
..RL-ACM-30640/150-140025/461/000000/0000/0000/0000	HOURS WORKED	30.92
..RL-ACM-30640/150-140025/461/000000/0000/0000/0000	REGULAR	30.92
..RL-ACM-30640/150-140025/461/000000/0000/0000/0000	TOTAL HOURS	30.92

The Totals tab defaults to “All” meaning it will display all the totals for the selected time frame. This can be changed to “Daily” using the dropdown menu to view totals for each day.



Totals for 9/06/2021		
Account	Pay Code	Amount
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	HOLIDAY	0.0
(X)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000	HOLIDAY	1.5
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	TOTAL HOURS	0.0
(X)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000	TOTAL HOURS	1.5

Historical Corrections tab

This tab is used to view any “corrections” that may have been done on your timecard by your supervisor or admin in a previous pay period. Employees have access to view “Historical Corrections” but cannot make corrections to their timecard in a signed-off pay period.

Audits tab

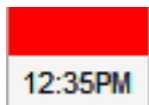
The Audits tab allows you to see any timestamps that were added by you or your supervisor. The audit shows dates, time of timestamp, the date it was edited (added), the time of the edit, the user (either the employee or a supervisor or admin) and the Data Source—a swipe at the clock or a timestamp.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
3/20/2023	7:59AM	Add Punch							3/20/2023	7:59AM (GMT...	[Redacted] kron...	Time Stamp
3/20/2023	3:55PM	Add Punch							3/20/2023	3:55PM (GMT...	[Redacted] kron...	Time Stamp

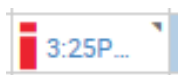
Timecard Indicators and Colors

Below are common color indicators that may or may not appear on your timecard.

Indicator	Description
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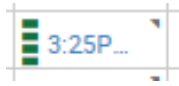


A solid red cell indicates a missing punch. Positioning the mouse over the red box will display the words “Missed Punch.”

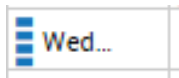


A red punch or i in a cell indicates an exception, such as an early punch, or an Unexcused Absence. Positioning the mouse over the cell will show the type of exception.

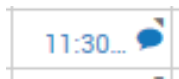
A triangle at the top right corner of a punch or pay code indicates that it has been added or modified by a supervisor/manager.



A green punch or green vertical hash marks in a cell indicate that an exception (previously marked as i) has been Marked as Reviewed. This is done by your supervisor or Admin.



A Blue date or blue vertical hash marks in a date cell indicate an Absence has been Excused.



A small blue dialog balloon in a cell indicates a comment has been attached to that cell. Hover your mouse over the balloon to view the comment. If there is a free-text note attached to the Comment, it will appear in parentheses after the Comment.

Lunch Breaks

The length of lunch breaks of either 30 or 60 minutes will be determined by the employee and their supervisor. Lunchbreaks will be automatically deducted from your daily hours worked based on the "Pay Rule." You will not need to timestamp in or out for your lunch break. In the example below the employee has a work schedule of 8am to 4:30pm and timestamped in at 8am and timestamped out at 4:30pm. The total shift and daily hours are 7.5 (not 8.5 hours) as the one hour-lunch was automatically deducted.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Mon 1/22	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	7.5
+	Tue 1/23	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	15.0
+	Wed 1/24	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	22.5
+	Thu 1/25	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	30.0
+	Fri 1/26	8:00AM-4:30PM								30.0
+	Sat 1/27									30.0
+	Sun 1/28									30.0

A lunchbreak will be auto deducted after an employee has worked 6 hours. If an employee leaves early and they have only worked 4 hours in their shift, lunch will not be deducted. If an employee works their complete shift and did NOT take their lunch, the supervisor/admin will have to manually cancel the automatic lunch deduction for the employee.



Adding “Leave Time” to your Timecard

To add leave time to your timecard such as Vacation (PTO), Medical, etc., select the type of leave you will be entering from the drop-down menu in the **Pay Code** column.

In the example below there are no timestamps registered on Thursday and there is a “red” bar indicating an absence.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Mon 9/06					LABOR DAY	7.5		
Mon 9/06	8:00AM-4:30PM	8:00AM	4:30PM				7.5	15.0
Tue 9/07	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5
Wed 9/08	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5
Thu 9/09	8:00AM-4:30PM							
Fri 9/10	8:00AM-4:30PM	8:05AM	3:30PM				6.5	6.5
Sat 9/11								
Sun 9/12								

Select the type of leave in the Pay Code column and enter the number of hours taken in the “Amount” column. Below is an example of a full day (7.5 or 8 depending on your schedule).

Quick Actions
View
Approve Timecard
Sign Off
Historical Correction
Accruals Actions

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Mon 9/06					LABOR DAY	7.5
Mon 9/06	8:00AM-4:30PM	8:00AM	4:30PM			
Tue 9/07	8:00AM-4:30PM	8:00AM	4:30PM			
Wed 9/08	8:00AM-4:30PM	8:00AM	4:30PM			
Thu 9/09	8:00AM-4:30PM				Please Choose	
Fri 9/10	8:00AM-4:30PM	8:05AM	3:30PM			
Sat 9/11						
Sun 9/12						

REGULAR
OVERTIME
VACATION-PTO
TM VACATION PTO
VAC. PAYOUT
MEDICAL
TM MEDICAL NEW
MEDICAL C2100

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Mon 9/06					LABOR DAY	7.5
Mon 9/06	8:00AM-4:30PM	8:00AM	4:30PM			
Tue 9/07	8:00AM-4:30PM	8:00AM	4:30PM			
Wed 9/08	8:00AM-4:30PM	8:00AM	4:30PM			
Thu 9/09	8:00AM-4:30PM				MEDICAL	7.5
Fri 9/10	8:00AM-4:30PM	8:05AM	3:30PM			
Sat 9/11						
Sun 9/12						

Click the “Calculate Totals” button and then “Save” located on the upper right corner of the timecard.



Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Mon 9/06					LABOR DAY	7.5		
Mon 9/06	8:00AM-4:30PM	8:00AM	4:30PM				7.5	15.0
Tue 9/07	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5
Wed 9/08	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5
Thu 9/09	8:00AM-4:30PM				MEDICAL	7.5		
Fri 9/10	8:00AM-4:30PM	8:05AM	3:30PM				6.5	6.5
Sat 9/11								
Sun 9/12								

To use a partial day of leave, add a line on your timecard by clicking on the blue “+” sign on the date you need to add the leave. You cannot add leave time on a line that already contains timestamps. Below you will see the added line.

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Mon 1/22	8:00AM-4:30PM	8:00AM	4:30PM			
Tue 1/23	8:00AM-4:30PM	8:00AM	11:00AM			
Tue 1/23						
Wed 1/24	8:00AM-4:30PM	8:00AM	4:30PM			

Click in the cell under the “Pay Code” column and choose the leave you would like to use. In the “Amount” column enter the appropriate amount of leave.

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Mon 1/22	8:00AM-4:30PM	8:00AM	4:30PM			
Tue 1/23	8:00AM-4:30PM	8:00AM	11:00AM			
Tue 1/23					VACATIO...	4.5
Wed 1/24	8:00AM-4:30PM	8:00AM	4:30PM			

Click “Calculate Totals” and **SAVE**.

Common Kronos Terminology

- **Timestamp:** Recording time in or out using a desktop, laptop computer.
- **Swiping in/Punching in:** Recording time in or out using a Kronos clock or a mobile device.
- **Timecard:** Platform used to record time worked or leave taken using the timestamp method or Kronos clock.
- **Accruals:** Paid time off (PTO) or accrued time employees earn/accumulate or are granted over a period—can include vacation (PTO), Medical, etc.
- **Pay Rule:** The pay rule in Kronos identifies if an employee is a union member, non-union, how many hours a week they work (37.5 or 40 for example) and if they have a 30-minute lunch break, a 1-hour lunch break or no lunch break.



If you have questions using Kronos, please check in with your supervisor or email payroll@uvm.edu.

Resources

Please contact [Payroll Services](#) if you have questions about this user guide.

Helpful Links

- [Payroll Deadline Schedule](#)

Related Policies

- [Staff Handbook](#)
- [Staff United CBA](#)