

Kronos for Students/Staff (hourly employees)

1. Log on to Kronos

On a **DAILY** basis, go to the Kronos link on the Cornell website: <https://www.kronos.cornell.edu/>
(OR my.cornell.edu, Choose Employee Resources, My Payroll, select Kronos)

- Click on the gray LOG ON button and use your Net ID and Password.
- NOTE – you must Log Off when finished in Kronos (upper right corner). If you don't Log Off, and instead click the X in the top right corner, the connection will remain open.



Your default view will be your timecard, unless you are also a Kronos supervisor.

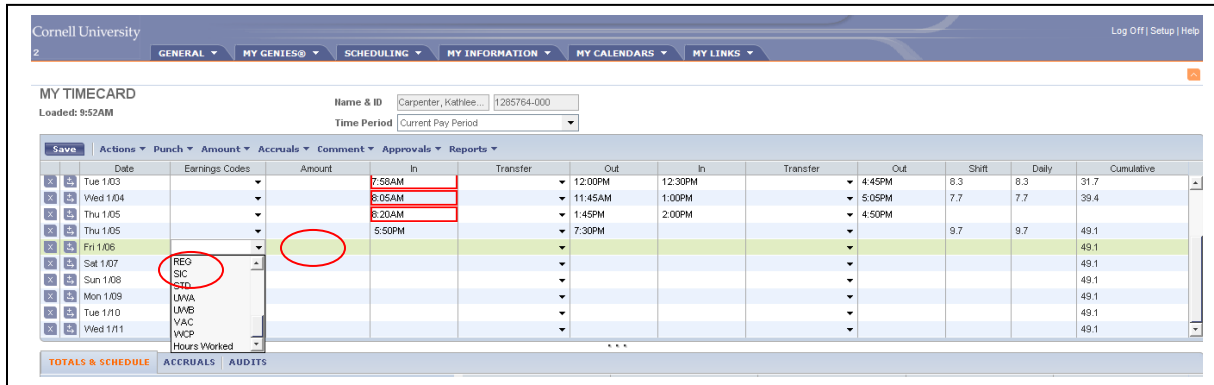
2. Entering Time

Date	Earnings Codes	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 12/31										16.0	16.0
Sun 1/01										16.0	16.0
Mon 1/02	Winter Break Day 5	8.0							8.0	24.0	24.0
Tue 1/03									7.6	7.6	31.6
Wed 1/04										31.6	31.6
Thu 1/05										31.6	31.6
Fri 1/06										31.6	31.6
Sat 1/07										31.6	31.6
Sun 1/08										31.6	31.6

Date	Start Time	End Time	Pay Code	Amount
Thu 12/29	8:00AM	4:30PM		
Fri 12/30	8:00AM	4:30PM		
Sat 12/31	8:00AM	4:30PM		
Sun 1/01				
Mon 1/02				
Tue 1/03				

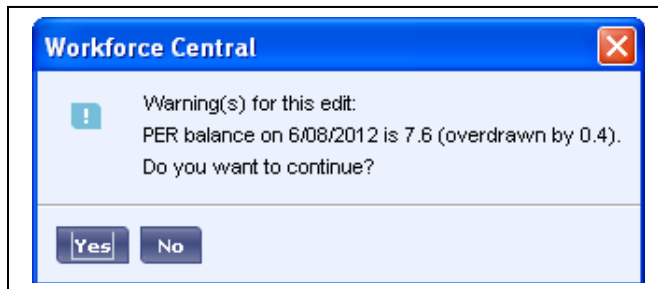
- To access your timecard, click the **My Information** tab, **My Timecard**.
- Enter your **In/Out** times (including Meal Breaks).
Note: The default time is a.m. To record p.m., add a “p” after the time. (i.e. 8:00a is 8 am and 1:15p represents pm)
- If you punch in or out more than twice in the same day, you can **add a row** to the timecard and continue to enter punches for the same day. To add an extra row, click on the icon next to the appropriate date. To delete a row, click on the icon next to the appropriate date.

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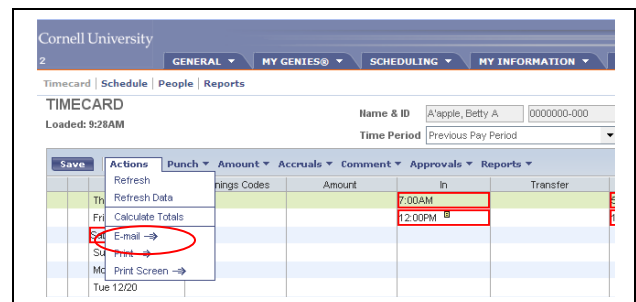
- To record Leave Time (this section does not apply to students, or staff who are not benefits eligible) *Leave time must be on its own line (not on the same line as in/out punches)*
 - o Click the down arrow ▾ in the **Earnings Code** Column.
 - o Select the appropriate Earnings Code from the List.
Most common codes are: FHC – Family Health Care, PDL – Paid Leave, PER – Personal, SIC – Sick, VAC - Vacation.
- In the **Amount** column, TYPE the amount of leave time in hours (i.e 1.3 or 1.8, etc.)

NOTE - If you attempt to use more Leave than you have available, Kronos will warn you:



- If you receive this message, you should change the way you record this leave time so that you will not be overdrawn or speak to your supervisor.
- Click **Save** after entering new data or changing existing data. (top left corner) Navigating away without saving will also trigger a reminder to Save.
- When making changes to the timecard, if totals are not updated, click on the **ACTIONS** drop down menu, then select **Refresh Data**.

****Hours MUST be recorded daily to ensure accurate timekeeping. DO NOT wait until the end of the pay period to record time. Supervisors are also being asked to review timecards throughout the pay period.**



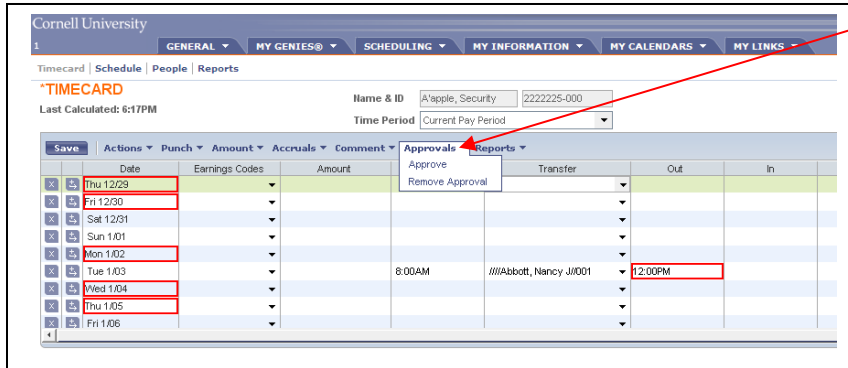
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3. Approve the timecard

Timecard approval takes place every other week. The current schedule is:

- **Wednesday 12 noon** - deadline for students and staff to approve their timecard. This requires a prediction for hours worked Wednesday afternoon (the end of the pay period)
- **Thursday 9am** – deadline for supervisors to approve time cards.

Once all time is complete and SAVED, Approve your timecard by clicking on **Approvals**, select **Approve**



Note – If you need to make a change after you have approved the timecard, remove your approval, then re-approve after the change is made. **There is no longer a way for the Payroll Rep to “remove” anyone’s approval except theirs.**

You may remove your own approval, if no higher level approvals have been made.

Click on **Approvals**, select **Remove Approval**. The timecard will again be available for editing.

If your supervisor has approved, you will need to request that your supervisor remove his/her approval. Next, you will remove your approval to be able to edit the timecard. Make your change, Save, then Approve. Finally, ask your supervisor to once again approve your timecard.

After the “sign-off” by the Payroll Rep takes place on Thursday mornings, no further changes can be entered into the “current pay period”. Refer to Historical Edits to make changes.

And remember ... Be sure to LOG OFF (upper right hand side) when complete.

4. About Your Timecard (the default view for employees and students)

Navigation

- Navigation Tabs



- Action Tabs



A

Name & ID

fields – The name field contains your name, the ID field contains your student/employee ID number followed by –xxx . The –xxx is the job number for this timecard (i.e. -000)

B

Time Period – Used to change the time period you are viewing (Current Pay Period, Next Pay Period, Previous Pay Period, or a specific date).

- Information Tabs – **Totals and Schedules, Accruals (Not applicable for students), Audits, Historical Amounts, Comments**

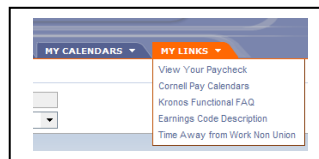
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Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Comp Time	13.8	Hour	7/01/2012	0.0	0.0	0.0	13.8
FHC	23.4	Hour	7/01/2012	0.0	23.4	23.4	23.4
PER	31.0	Hour	7/01/2012	23.4	39.0	39.0	7.6
Sick	38.33	Hour	6/08/2012	23.4	2.53	17.48	14.93
Vacation	81.72	Hour	6/02/2012	15.6	3.02	69.13	66.12

Note the difference between the available tabs depending on whether or not you are viewing the **Current Pay Period**, or a **Previous Pay Period**.

Functionality

- Useful Links – click **My Links**



- Email from a timecard or Print a timecard
 - o Select **Actions**, then select **Email** or **Print Screen**

Date	Start Time	End Time
Thu 12/29	8:00AM	4:30P
Fri 12/30	8:00AM	4:30P
Sat 12/31	8:00AM	4:30P
Sun 1/01		
Mon 1/02		
Tue 1/03		

Account	Earnings Codes	Amount
STA/TEST/AG-HR/00000/A/Apple, Pie/10001/000	HTH	4.0
STA/TEST/AG-HR/00000/A/Apple, Pie/10001/000	HSP	20.0
STA/TEST/AG-HR/00000/A/Apple, Pie/10001/000	CTE	4.0

- What do the Red Boxes Mean?
 Outline box: indicates an exception or unscheduled time entry punch.
 Solid box: indicates a missing time entry. (i.e. an In punch without an Out punch)
- Check Accrual Balances (for benefits eligible staff only – students disregard)
 Check accrual balances for vacation, sick, family health care, personal time and comp time.
 - o Click Accruals at the bottom of your timecard to see balances.
 Balances are shown as of the day highlighted on the timecard. Accrual time increases as work time is entered, and decreases when leave time is entered.

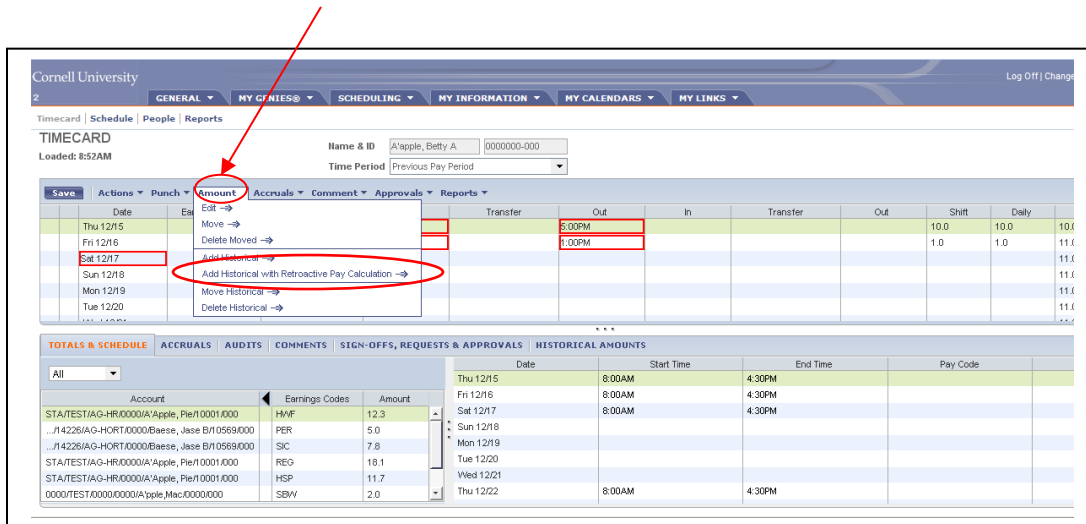
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5. Historical Edits (previously known as “Prior Period Corrections”)

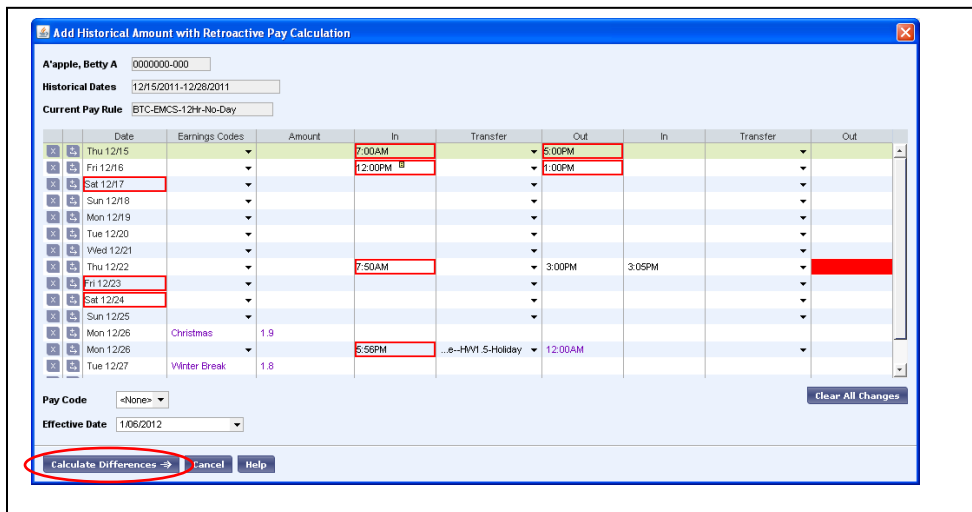
These can only be done on a pay period that is already closed

To do previous Pay Period Corrections (aka Historical Edit) on an already closed timecards:

- Change **Time Period** to reflect **Previous Pay Period**
- Click on the appropriate date
- Click on the AMOUNT drop down menu



- **Always** choose **Add Historical Edit with Retroactive Pay Calculation**
A window will open displaying a duplicate timecard.



- Add the missing hours or pay code on the appropriate day in the timecard box that opens up
- Click the **Calculate Differences** button.

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- A confirmation screen opens: click the **Impact Accruals** column (not necessary for students). Then **Add a Comment** (optional) (click ▾ next to Comments Field)

Effective Date	Histori... Date	Account	Pay Code	Amount	Impact Accruals	Include in Totals	Comments
1/06/2012	12/23/2011	...0000/A'Apple, Pie/1 0001.000	REG	1.0		✓	

Comments

- 48 Hour Minimum Notice
- Analysis Committee
- AO Site Activities
- Arbitration Settlement
- Bad Lunch Punch
- Banff Host
- Basic Academy
- Bereavement
- Book signing

Note

OK Cancel Help

- From the **Add Comment Box**, Select reason and/type Note if desired.
- Click **OK**.
- **SAVE** this change.

Note: A tab labeled **Historical Amounts** is added to the timecard. After you edit time in a prior pay period, the hours appear on the **Historical Amounts** tab on the edited timecard, and on your current timecard in the **Totals and Schedules** tab. When you and your supervisor approve your current timecard, the approval will also apply to the historical edited amounts. Your next paycheck will include payment for those hours or reflect leave time taken.

If you have more than one job at Cornell:

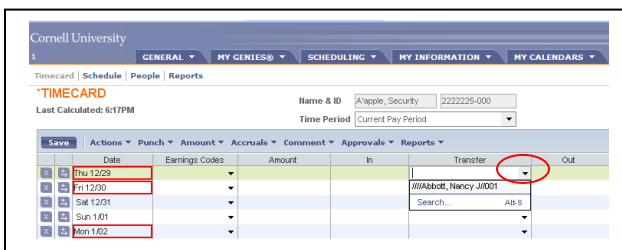
If you have more than one job at Cornell, there are two different processes to follow to record time worked, depending on the circumstances.

- a. **Within the same department**, you will need to “transfer hours” from your “home” job to your secondary job within that department** (see below)
- b. **Multiple jobs in different departments** are accessed by using your netid and password for your “home” job, and a different logon/password for any subsequent jobs (assigned by the payroll office). You will receive an email from the payroll office with login and password information and instructions.

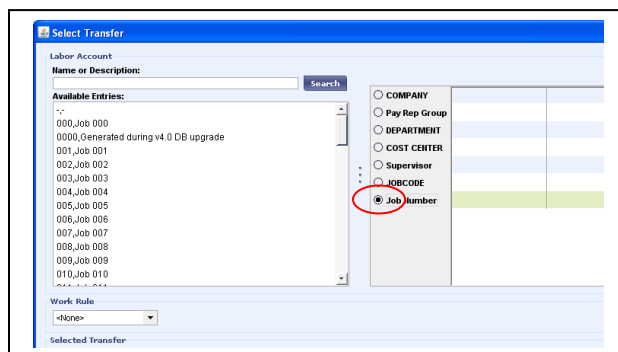
6. Transferring time from one job to another *within the same department*

You will have a single “home” timecard but can transfer hours worked to the appropriate job and supervisor within that timecard. These changes affect where hours are charged. You will be paid at the correct rate for that job based on the rate in the central HR/Payroll system.

- You may do timecard transfers to a **different job number** and a **different supervisor**.
 - o Enter your **In** time and your **Out** time in the normal manner.
 - o To “Transfer” these hours to another Job and Supervisor, click the down arrow ▼ in the **Transfer** column,
 - o Click **Search**.

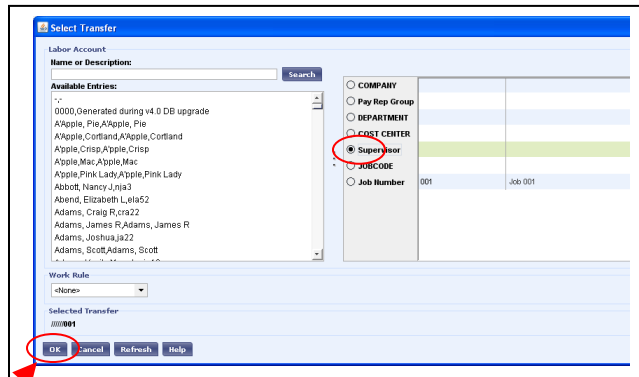


- o Click the radio button next to **Job Number** then select the desired job to Transfer the hours to another job found on the list of available entries on the left.



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- Next, Click the radio button for **Supervisor**, choose from the list of available Supervisor names.



- Click **OK** to record the transfer, and return to your home Kronos Timecard.
- Subsequent Transfers will be easier, because Kronos remembers your previous Transfer Choices (i.e. you won't have to search for Job Number and Supervisor each time)

This action of Transferring Time will ensure that the hours recorded as transfer will be paid at the hourly rate for the transfer job, and also will ensure that these hours will now appear in the second supervisor's queue of hours to review and approve.

7. Policy Reminder

Meal Break Policy: All students and staff **MUST** adhere to the Meal Break Policy. Policy (6.7.10) is as follows:

Meal Periods

- When a non-exempt employee works more than four hours which includes the period 11:00 a.m. to 2:00 p.m., the department must provide (and the employee must take) at least 30 minutes for the meal period.
- If a non-exempt employee is scheduled to work a shift which begins before noon and continues later than 7:00 p.m., the employee must take an additional meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m.
- When a non-exempt employee is scheduled to work a shift of more than six hours which begins between 1:00 p.m. and 6:00 a.m., the employee must take a meal period of at least 30 minutes at a time approximately halfway between beginning and the end of the shift.

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Time Collection Policy: All students and staff **MUST** adhere to the Time Collection Policy.

Policy (6.7.11) is as follows:

Time Collection-Ensuring Accuracy

Person(s) responsible for time collection must take steps to ensure the accuracy of the data collected. When a person(s) (e.g. employee, supervisor and /or responsible designee) submits/approves time collection data, he/she is attesting to the accuracy of that data. **Knowingly approving inaccurate time collection data is in violation of university policy and illegal under the Fair Labor Standards Act, and may subject the person(s) to disciplinary/legal action (up to and including discharge).**

8. In-depth Student and Staff user guides:

<https://confluence.cornell.edu/display/kronosuser/Training+Documents>

Contact the ILR HR Office with questions.

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