UAB Campus KronosTimekeeping System

Nonexempt Employee Training Documentation

The **Campus Kronos Timekeeping System** is utilized by **UAB Campus nonexempt employees** to track time worked on a daily basis and document paid non-worked hours (benefit time). The system is an internet based system, and can be accessed from a designated UAB comptuer. To access the Campus Kronos Timekeeping System, you must have your Blazer ID and strong password.

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NOTE: If you forget to **Punch In** upon returning KRONOS' NE Hol 30m Auto Meal Test Sinn Out from your lunch/break or at the end of the work 🕈 My Information 🔉 🛚 day, a missed punch will be added to your My Timecard 国境 My Timestamp . timecard. Loaded: 8:33 AM Current Pay Period • 📰 C Recorded Time: 8:27AM Central Time ٧. 0 | 0 B | D Calculat Totals Refresh A missed punch will show as a red box. The Approve Print Timecard Date Daily Pariot A The in punch was accepted. Campus Kronos Time Editor must resolve the **+** × Sun 8/20 missed punch prior to entering total hours for ÷ Mon 8/21 Record Timestamp 8:27AM Tue 8/22 the day on your Kronos TEL document. ÷ Wed 8/23 My Calendar Ŧ Thu 8/24 Ŧ Fri 8/25 August 2017 🕨 F 4 ÷ Sat 8/26 S М Т **W** 2 т **S** Sun 8/27 ÷ 10 11 12 6 7 8 9 Mon 8/28 Ŧ 14 15 16 17 18 19 13 Tue 8/29 21 22 23 24 28 29 30 31 20 25 26 Wed 8/30 Thu 8/31 _ My Timecard The total number of hours worked, for the day, Date Pay Code Amount Out Transfer Daily Period In displays in the **Daily** column. 🛨 🔀 Sun 8/20 Start of Day or Lunch/Break + X Mon 8/21 8.0 8.0 Vacation 8.0 *Example*: 8.50 = 8 hours and 30 minutes Shift Punch IN Punch Out 🛨 🗴 Tue 8/22 8:50AM 11:52AM + X 12:55PM 6:15PM 85 165 NOTE: The system will create additional lines as Lunch/Break End of Day or ŧ X Wed 8/23 16.5 needed based upon the number of punches Punch IN Shift Punch OUT ŧ X 165 Thu 8/24 recorded. ŧ X Fri 8/25 16.5 🗄 🗵 Sat 8/76 16.5 ŧ × Sun 8/27 16.5 ŧ X Mon 8/28 165 + × 16.5 Tue 8/29 ŧ X 165 Wed 8/30 ŧ x Thu 8/31 16.5 -

- 6. To record any *paid non-worked hours* on your *Kronos Timecard* for the current pay period.
 - 1. Click on the **Date** to select it
 - 2. Select the **Pay Code** from the drop-down list in the Pay Code box
 - 3. Enter the number of hours to be paid in the **Amount** box
 - 4. Click on the Save.

<u>NOTE</u>: Non-worked hours include but are not limited to:

- Bad Weather
- Bereavement
- Jury Duty
- Military Leave
- Personal Holiday
- Sick
- Holiday
- 7. To display the **Totals** view, click on the **Totals Drawer**.

<u>Totals Tab</u>: displays, worked hours and paid nonworked hours

Note: Worked hour totals display in shift pay codes based upon the defined shift zones per UAB HR Policy 204.



Totals Tab : displays worked hours and paid non-		•									
in the Pay Code and Amount columns											
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<u>Note</u>: Worked hour totals display in shift	Account	Pay Code	Amount								
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	UAB/43000000/1012251/-/-/-	Vacation	8.0								
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Accruals Tab: display accrual balances as of the											
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 Once you have completed all timecard entries for the current pay period, you will need to <u>certify</u> and <u>approve</u> your Kronos Timecard.

To Certify your Timecard:

- 1. Right click on the *last out punch* of the pay period.
- 2. From the **Punch Actions** box, click on the *speech callout icon* to open the **Comment** box.
- 3. Select *"I Certify My Timecard is Correct"* from the drop down.
- 4. Click OK.
- 5. Click on the Save.

<u>Note</u>: a speech callout icon will display on the last out punch for the pay period, indicating you have *"certified"* your timecard is correct.



To Approve your timecard:

- Click on the Approve Timecard drop down arrow and select Approve Timecard.
 Once approved the Kronos Timecard will change colors indicating employee has approved the timecard.
- 2. To remove approval, click on the **Approve Timecard** drop down arrow and select **Remove Timecard Approval**.

Note: Once approved the Kronos Timecard locks for employee update. Approval must be "removed" to create a punch record or add/change paid non-worked Pay Codes

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9. Proceed to enter the total number of *Daily hours (worked and non-worked)* entered on the Kronos Timecard onto the Kronos TEL document.



10. To sign out, click the Sign Out button.

!!!!!TO COMPLETE THE SIGN-OFF PROCESS, ANDTO PROTECT YOUR Kronos INFORMATION,PLEASE COMPLETELY EXIT YOUR BROWSER!!!!!

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