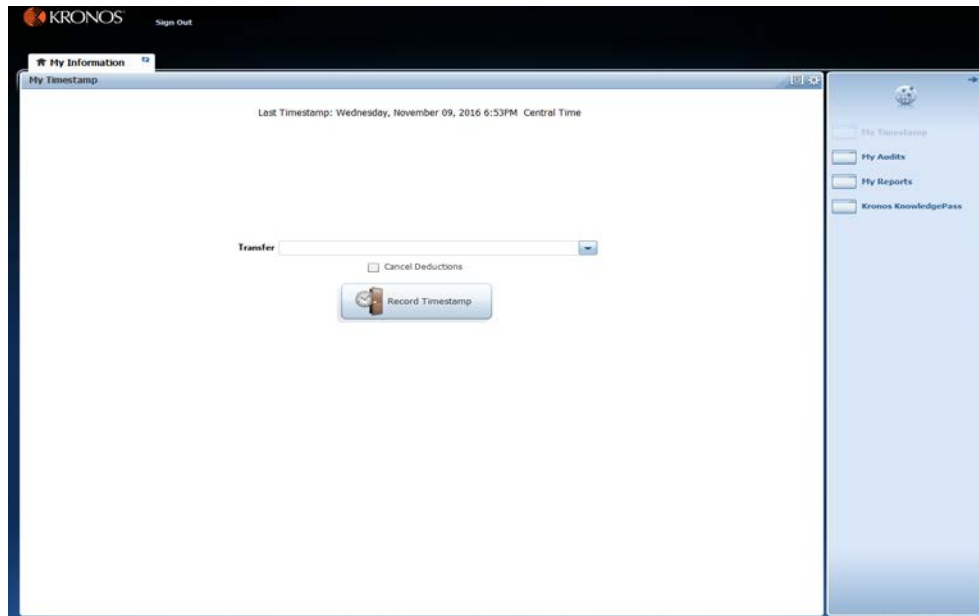


Instructions for Transferring Hours in KRONOS

For “timestamp” employees with multiple hourly positions

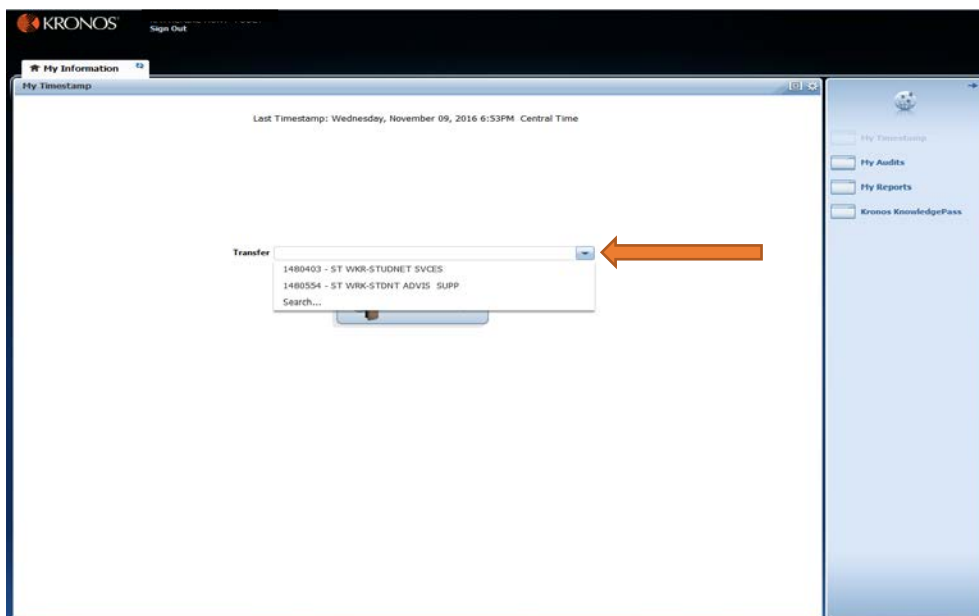
Step 1

Log-in to Kronos and you will be taken to the ‘My Information – My Timestamp’ page.



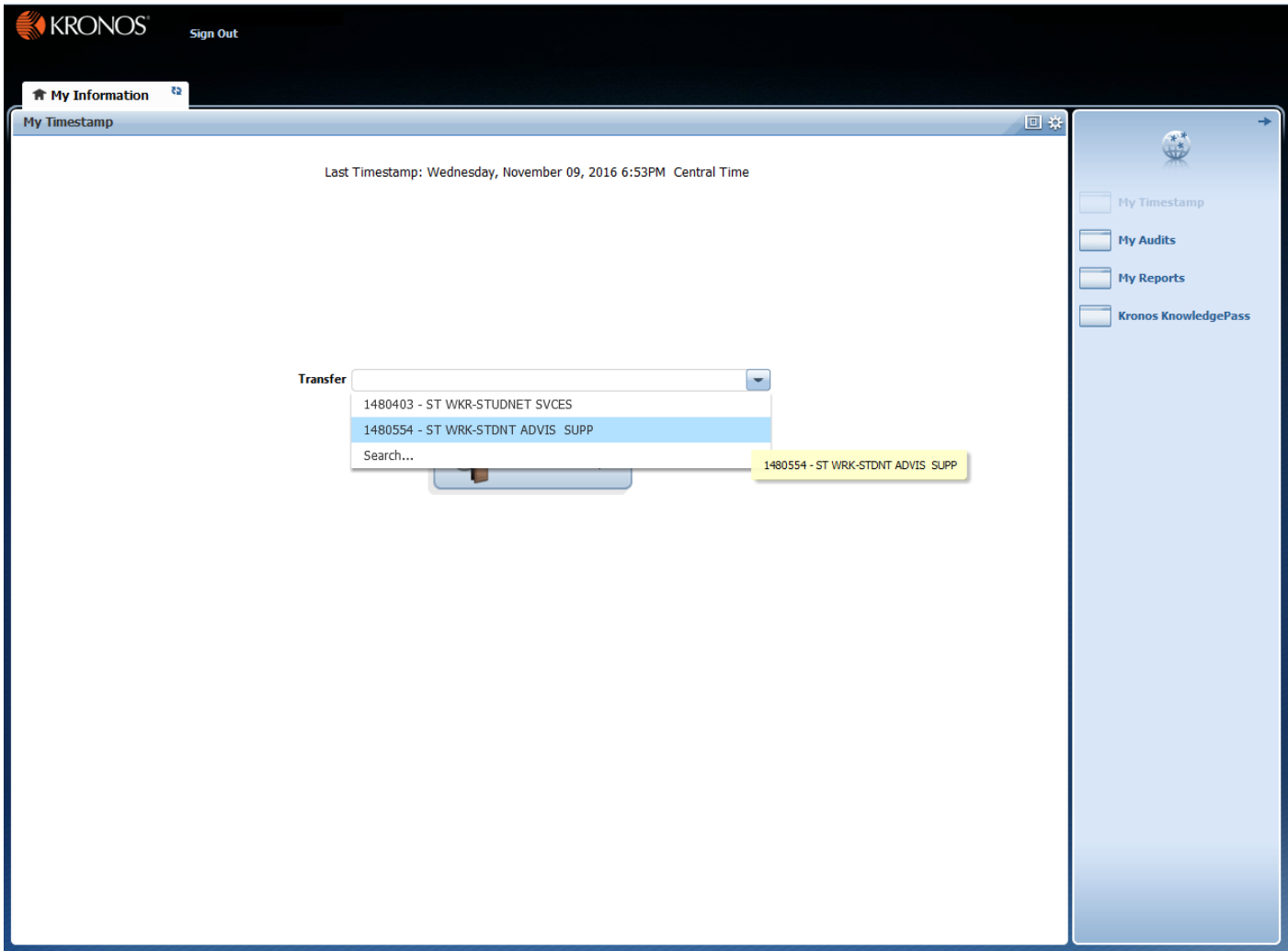
Step 2

If you are about to work a shift for a second or third position, locate the ‘Transfer’ field in the middle of the page and hit the drop-down arrow. All currently active positions will populate in the drop-down list.



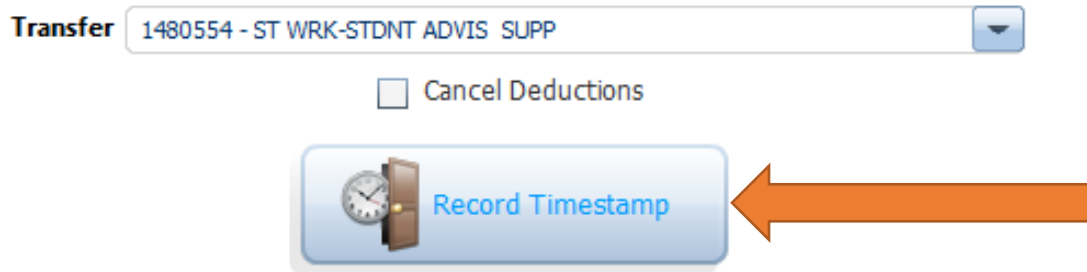
Step 3

Simply select the position that relates to the shift you are about to work.



Step 4

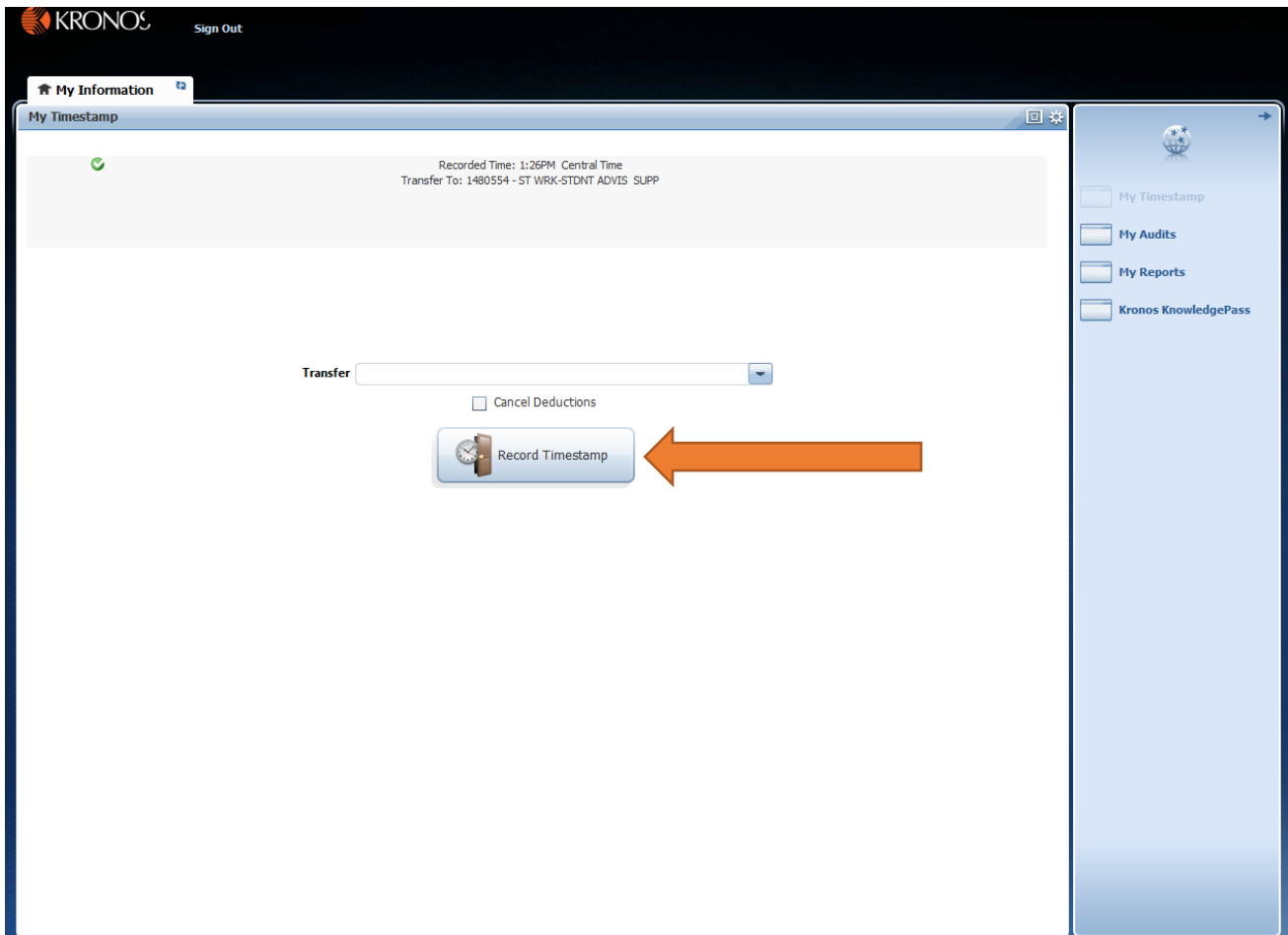
After selecting the correct position, hit the 'Record Timestamp' button to clock in for your shift.



Step 5

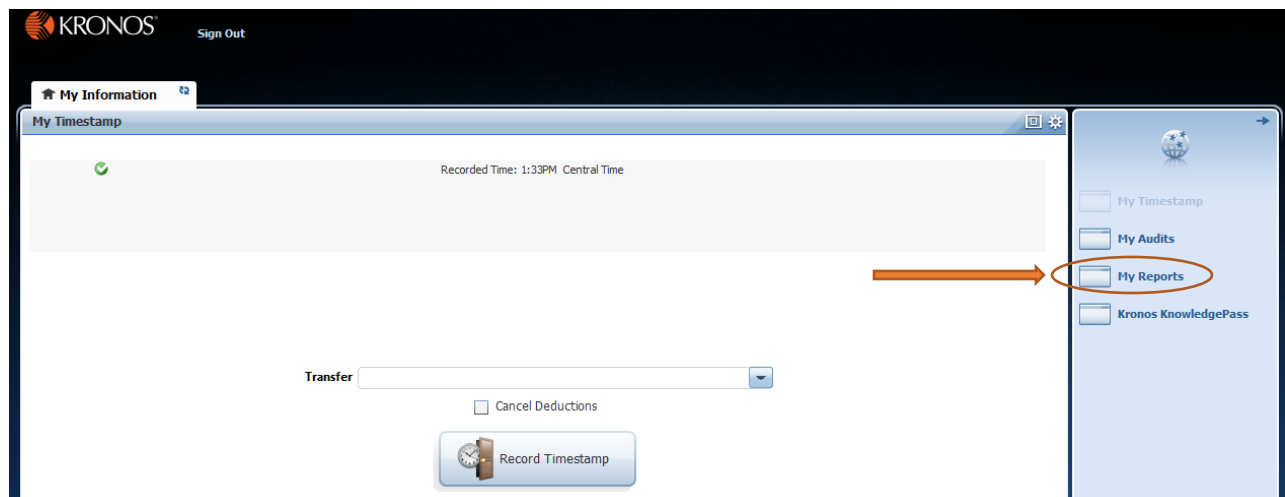
When you are finished with your shift and are ready to clock out, log back in to Kronos and simply hit 'Record Timestamp'.

IMPORTANT: Do NOT record anything in the 'Transfer' field when clocking out of a shift.



Step 6

To check the hours recorded and transferred on your timecard for the pay period, select the 'My Reports' link on the right hand Related Items pane.



Step 7

Select the pay period you are trying to view, then hit 'View Report'.

The screenshot shows the KRONOS web application interface. At the top, there is a navigation bar with 'My Information' and 'My Reports' tabs. Below this, a window titled 'My Reports' contains a 'REPORTS' section. In this section, the 'View Report' button is highlighted with an orange circle. To its right is the 'Primary Account' button. Below these buttons, there is a section for 'AVAILABLE REPORTS' with a dropdown menu currently showing 'Time Detail'. To the right of the dropdown, there are fields for 'Time Period' (set to 'Current Pay Period') and 'Time Detail'. A description for the selected report is provided: 'Displays detailed data about an employee's punches, duration and pay code edits. Summary data displays for the employee totaling time and money by labor level and pay code (excluding combined) and then just by pay code (separately listing combined).' Another dropdown menu below shows 'My Accrual Balances and Projections'.

Step 8

This will bring up your timecard and will show any recorded In or Out punches, as well as any recorded Transfers. At the bottom, you can see a breakdown of how many hours are being applied to each of your positions.

The screenshot displays the 'TIME DETAIL' page in the KRONOS system. It includes a 'Return' button and the following information: 'Time Period: Current Pay Period', 'Dates: 11/27/2016 - 12/10/2016', and 'Printed: 12/06/2016'. The user's name and pay rule are shown as 'Univ Student - Temp'. The primary account is listed as '9100/LUC/101051/5310/L7002/1480554/02046A'. A table of punches follows, with columns for Date, Apply To, In Punch, In Exc, Out Punch, Out Exc, (\$)Amt, Adj/Ent Amount, Totaled Amount, Cum. Tot. Amount, and Absence. The row for Tuesday, 12/06, is circled in orange, showing an In Punch at 1:26PM and an Out Punch at 4:33PM. Below the punch table is an 'Account Summary' table, also circled in orange, which shows a total of 3.00 hours for the account 9100/LUC/101051/5310/L7002/1480554/02046A. The pay code is listed as 'REGULAR'. A 'Pay Code Summary' table at the bottom shows a total of 3.00 hours for the 'REGULAR' pay code.

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 11/27									0:00	
Mon 11/28									0:00	
Tue 11/29									0:00	
Wed 11/30									0:00	
Thu 12/01									0:00	
Fri 12/02									0:00	
Sat 12/03									0:00	
Sun 12/04									0:00	
Mon 12/05									0:00	
Tue 12/06		1:26PM		4:33PM				3:00	3:00	
		/////1480554/02046A								
Wed 12/07									3:00	
Thu 12/08									3:00	
Fri 12/09									3:00	
Sat 12/10									3:00	
Totals						0.00	0.00	3:00	3:00	
Account Summary										
Account	Pay Code							Money	Hours	
9100/LUC/101051/5310/L7002/1480554/02046A	REGULAR								3:00	
Pay Code Summary										
	Pay Code							Money	Hours	
	REGULAR								3:00	
Totals								0.00	3:00	