

Caltech

Payroll Services



Kronos Workforce Timekeeper User Guide for **Exempt Employees**

Welcome to Caltech!

Kronos is a web-based time collection system used to manage timekeeping for campus employees.

This guide will show you the basic navigation to help report your time and approve your timecard, following Caltech policy. Should you have any questions, please visit your Supervisor or the Payroll Activity Monitor (PAM) for your department.

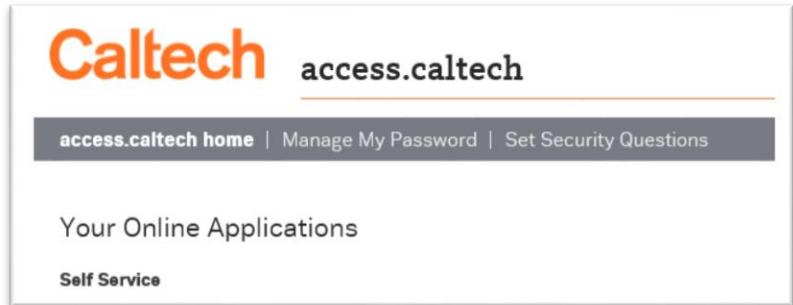
In this guide, you will learn the basic functions of how to use your Kronos timecard, including:


- **Signing In**
- **Signing Out**
- **Navigating the *Navigator***
- **Navigating My Timecard**
- **Editing My Timecard**
- **Performing Account Transfers**
- **Approving My Timecard**
- **Viewing Caltech Websites**

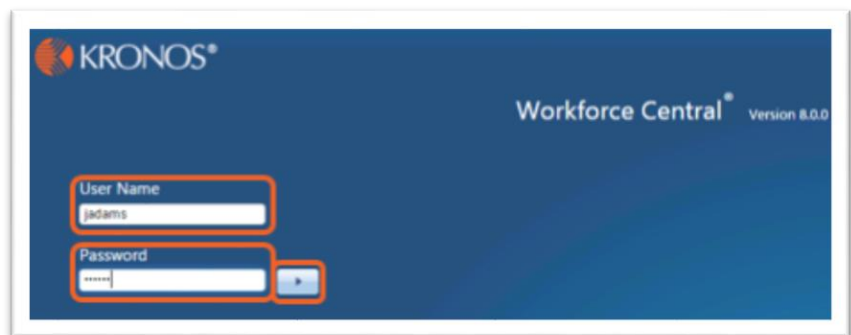
Employees will use their Caltech Access credentials when accessing Kronos.

Signing In

Sign into Kronos via the Caltech Access page located at the following URL: <https://access.caltech.edu>
Kronos is located under your Online Applications > Self Service



1. Access the **Navigator** sign-on page
2. In the **User Name** field, enter your Caltech Access username
3. In the **Password** field, enter your Caltech Access password
4. Click the **right-facing arrow**  or press the Enter key on the keyboard. This will bring you to your Time Card.



Signing Out

1. Click Sign Out from the upper right corner. You will be brought to the navigator sign-on page

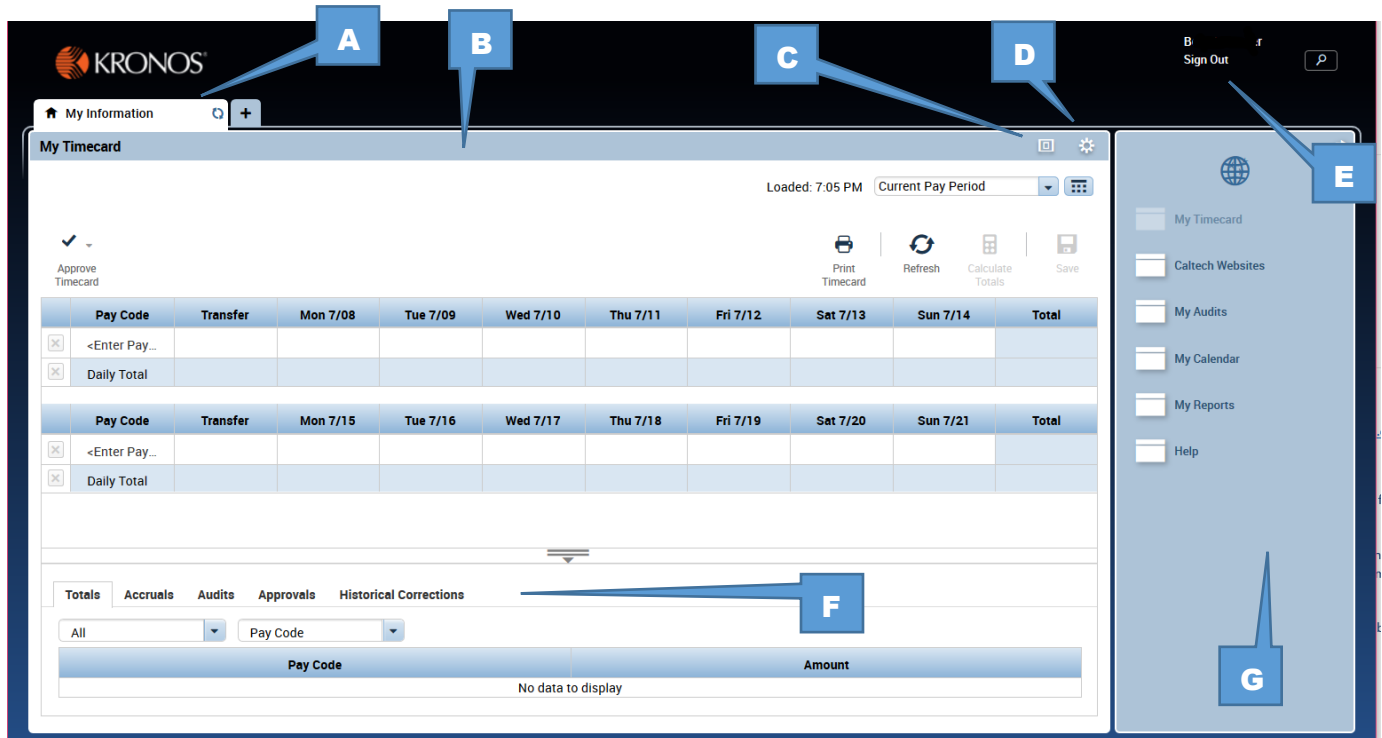


As you navigate from page to page Kronos prompts you to save any unsaved changes, but best practice is to save frequently.

- Always end your work session by clicking the **Sign Out** link, located in the upper-right corner: Clicking **Close (x)** without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.

Navigating the Navigator

The Kronos Navigator is a user interface that allows employees to access, view, and modify their timecard and labor data through a web browser. The Kronos Navigator is configured to reflect responsibilities and tasks based on the employee role. The Navigator below includes widgets (tools) which allow the user to perform various tasks.



A - Active Panel

B - Home Workspace / Primary Widget

C - Maximize / Minimize (restore)

D - Gear Icon

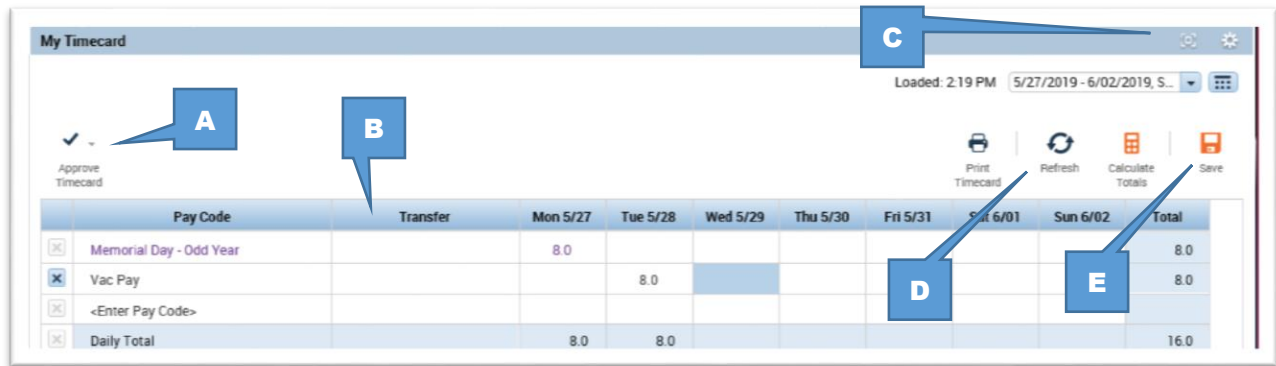
E - Name / Sign Out

F - Tab Section

G - Related Items Pane

Navigating My Timecard

The Timecard widget allows users to view timecard entries. My Timecard shows entries made during the period and shows the weekly totals. Exceptions can be viewed and addressed here as well.



A - Approve Timecard: Use this to approve My Timecard at the end of each pay period after reviewing and making any necessary edits. The approval can be removed to edit again, if the manager has not yet approved.

B - Account Transfer: Also known as Labor Transfer cell, this is used to identify additional assignments other than the Primary assignment.

C - Minimize/Maximize: Click to expand a widget or restore it to its original size.
Gear: Promote a secondary widget or close and return to Related Items pane.

D - Refresh: Click to refresh data after timecard changes. Refresh will return My Timecard to the last saved entry.

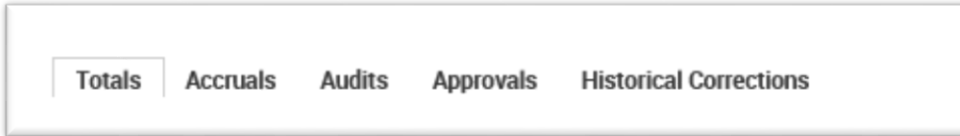
E - Save: Click to save your changes. Note: when **orange**, this indicates a save is necessary

Note:

- You can only make edits in My Timecard when it is in the Primary widget position
- If My Timecard is in the Related Items Pane, click the link and the widget will open in a new workspace

Tab Section

The Tab section displays five tabs; Totals, Accruals, Audits, Approvals, and Historical Corrections.



Totals

This section is a summary of the totals entered into the timecard for the period. The total hours will include paid leave hours and any other hours or entries entered on the timecard.

Accruals

Available paid leave balances will be viewable when selecting the Accruals tab. Vacation, sick and personal holiday accruals are updated weekly from Oracle.

Audits

This section provides an audit trail of all saved transactions (timecard edits, approvals, etc.) that have occurred during the selected pay period.

Approvals

Employee approvals, Manager Approvals, and Sign-offs by the Payroll Activity Monitor are shown here.

Historical Corrections

Historical corrections are made by the Payroll Activity Monitor in signed-off pay periods, to record changes such as modifying missed paid leave amounts or reporting previously unreported absences. The system generates corrections, which are reflected in the previous and current pay periods.

Historical Corrections appear in this tab for the period in which the correction is applied, i.e., the period in which the work was performed.

The correction amounts are included in the Totals tab in the period the correction is entered, i.e., the period in which the correction will be reported.

Account	Amount	Comment	Edit Date	Effective Date	Historical Date	Include in Totals	Note	Pay Code
1/NA/NA/NA/NA/NA	-1.0		6/18/2019 10:48...	6/18/2019	5/28/2019	Yes		Meal Premium
1/NA/NA/NA/NA/NA	-0.5		6/18/2019 10:48...	6/18/2019	5/28/2019	Yes		Over time
1/NA/NA/NA/NA/NA	-3.5		6/18/2019 10:48...	6/18/2019	5/28/2019	Yes		Hrly Wage

Editing My Timecard

Exempt employees should report all paid leave hours by the end of each pay period. Entries should be reported in full-day increments only. Exempt employees are not eligible for overtime compensation and are not required to report meal breaks.

The screenshot shows the 'My Timecard' application interface. At the top, it says 'Loaded: 12:41 PM' and 'Current Pay Period'. Below this are buttons for 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main area is a table with columns for 'Pay Code', 'Transfer', and dates from 'Mon 6/24' to 'Sun 6/30', plus a 'Total' column. The table contains two rows of data: one for 'Vac Pay' and one for 'Personal Hol'. A dropdown menu is open for the 'Personal Hol' row, showing a search bar and a list of pay codes including 'Bereavement', 'Jury Duty', 'Military Pay', 'Personal Hol', 'Sick Emp', 'Sick Family', 'Vac Pay', and 'Witness'.

Pay Code	Transfer	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29	Sun 6/30	Total
Vac Pay		8.0	8.0						16.0
Personal Hol				8.0					8.0
Search		8.0	8.0						16.0
Bereavement									
Jury Duty									
Military Pay									
Personal Hol	Transfer	Mon 7/01	Tue 7/02	Wed 7/03	Thu 7/04	Fri 7/05	Sat 7/06	Sun 7/07	Total
Sick Emp					8.0				8.0
Sick Family									
Vac Pay									
Witness									

Entering Paid Leave time:

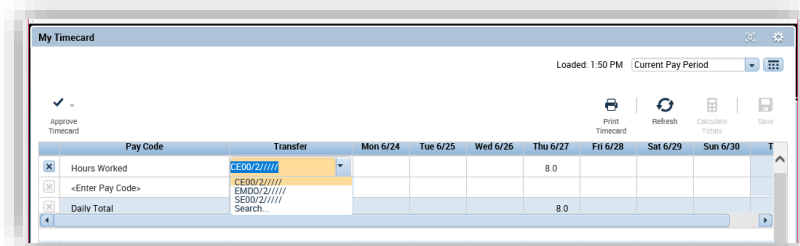
- Click on the down arrow in the **Pay Code** cell, revealing the in-cell drop-down menu to view the list of leave paid leave codes.
- Select the appropriate code representing the reason for the absence.
- Click in the corresponding **Date** cell and enter the number of hours.
 - Entries should be reported in full-day increments only.

When entering multiple Pay Codes, a separate row must be added. In the example above, multiple days of vacation time were entered on the same row. However a new line was added in order to use personal holiday for that week.

- To add a second row, just enter a pay code on the first row with the hours in the cell for that day, then click the **orange** Save button.
- A new row will appear, allowing you to enter a different pay code.

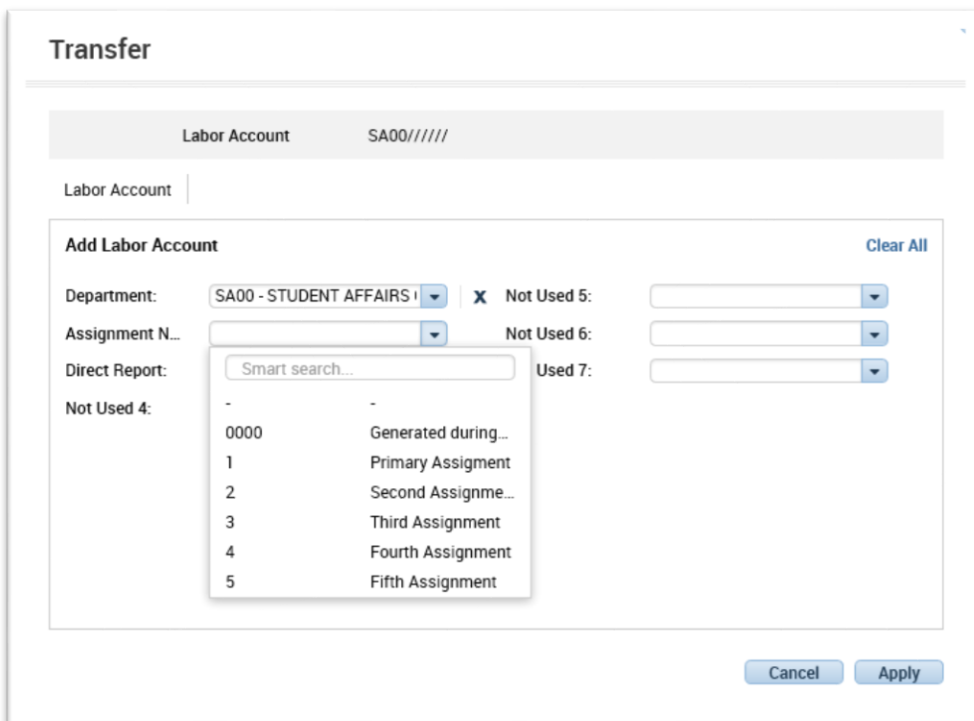
Performing Account Transfers

By default, hours worked are applied to your primary job assignment. Days can be easily applied to an alternate assignment by using the 'Transfer' column.



The most recently used transfers will show in the drop down menu. Additionally, multiple assignments can be entered per day, if worked.

Note: as an exempt employee, this function can have unexpected results. Employees should work closely with the PAM when using this option.



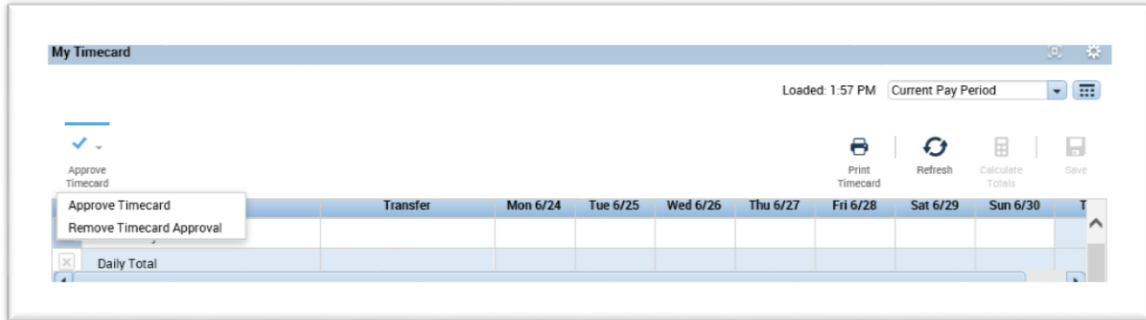
To select a new labor account not showing on the drop-down list, click in the Transfer column and select the word **Search**.

In the Transfer window select your alternate department from the drop down menu, then select the correct assignment number for this assignment. Click **Apply** when finished.

If you do not know the assignment number, please contact your Supervisor or PAM.

Approving My Timecard

Employees must approve their timecard by the end of each pay period. By approving the timecard, you attest to the best of your knowledge that your information submitted is complete and accurate.

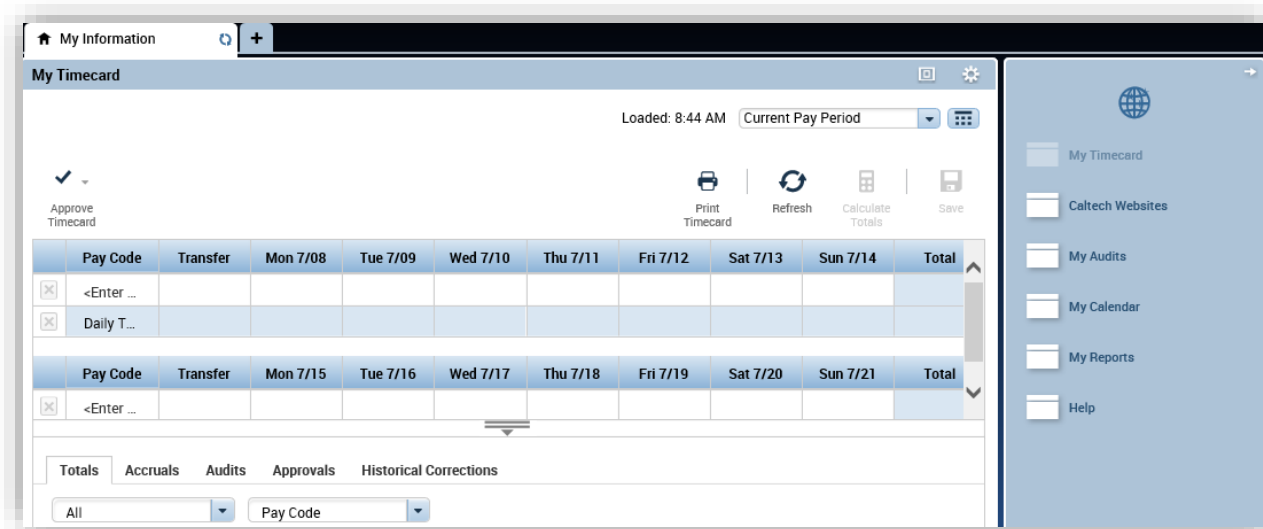


- Use the Period drop down list to navigate between time periods
- Approve our timecard at the end of the current period, or at the end of the last day you expect to be working in the period
- If you need to make another edit before the period has ended, you can remove your approval.
- If your manager has approved your timecard, you will not be able remove your approval or make additional edits

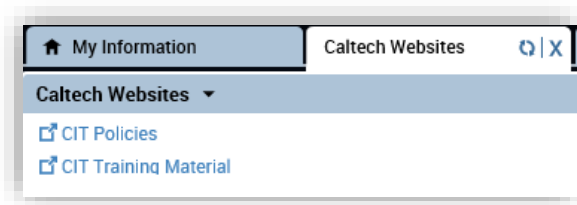
If you discover unreported hours or other corrections from a prior pay period, please contact your PAM or Supervisor to submit a Historical Correction.

Viewing Caltech Websites

On the Related Items Panel of the Navigator, click the link Caltech Websites.



The **Caltech Websites** widget will open, showing the available sites:



- [CIT Policies](#)
- [CIT Training Material](#)
- [Caltech Payroll](#) Calendar

Resources for Timecard Entry

To get more detailed information on Kronos and making timecard entries please use any of the following resources:

- Your Supervisor
- Your Payroll Activity Monitor
- [CIT Policies](#)
- [CIT Training Material](#)
- [Caltech Payroll](#) Calendar
- Payroll Hotline x8668