UCSB

Kronos 6.3

Employee Manual
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Introduction

Welcome to Kronos Workforce Central, the official time and attendance system for UC Santa Barbara. Kronos is an integrated system which uses networked time clocks and computer terminals, replacing paper timecards and manual time calculation and reporting. This manual aims to help employees, managers and timekeepers accomplish daily, weekly, bi-weekly and monthly timekeeping tasks through detailed explanations and step-by-step examples.

What type of Employee am I?

There are two major types of employees within Kronos:

1) Non Exempt Employees
   - Required to track all hours worked and leave taken

2) Exempt Employees
   - Required only to track leave taken

*If you are unclear as to which type of employee you are, please contact your Office/Payroll Manager.*
SECTION I
NON EXEMPT
EMPLOYEES
Non Exempt Employees

Time Clock Employees:

Time Clock Employees swipe a card at a Kronos 4500 terminal to clock in and out. For information and demonstrations of time clock use, please visit the “How to” video section at [http://kronos.ucsb.edu](http://kronos.ucsb.edu).

- Non exempt employees use their Access (One Card) or Police-issued ID cards to clock in and out

**PER SHIFT:**

1) Swipe card at beginning of shift
2) Swipe card when leaving for and returning from lunch or appointment (if required)
3) Swipe card at end of shift

**REQUIRED APPROVALS:**

Employees are required to approve timecards at the end of each pay cycle:

1) Press the blue button next to **Approve Timecard** on the time clock
2) **Swipe** card
3) Choose:
   a) **Current Pay Period** if it is on or before the last day of the pay cycle
   b) **Previous Pay Period** if it is after the last day of the pay cycle
4) Scroll through the timecard using the **blue up and down arrows** on the clock and verify the information is correct; any discrepancies should be addressed with the manager prior to approval
5) Once the bottom of the timecard is reached, press the **ENTER** button to approve
6) Press the **ESC** button

**AT ANY TIME:**

The employee can view his timecard at anytime, with the following steps:

1) Press the blue button next to **View Timecard** on the time clock
2) **Swipe** card
3) Choose **Previous Pay Period** or **Current Pay Period**
4) Scroll through the timecard using the **blue up and down arrows** on the clock and verify the information is correct; any discrepancies should be addressed with the manager prior to approval
5) When done, press the **ESC** button
**Time Stamp Employees:**

Time Stamp Employees will use a designated computer to clock in and out of the Kronos system.

To access Kronos, open Internet Explorer and go to [http://kronos.ucsb.edu](http://kronos.ucsb.edu). Click on the Kronos link on the left side.

This will open the Kronos logon page in a new window.

**PER SHIFT:**

1) Log on to Kronos at the start of the shift  
2) Press the **Record Time Stamp** button in the middle of the screen  
3) The screen will show the time stamp information  
4) Log off from Kronos by clicking **Log Off** in the upper right corner

Repeat steps 1-4 at the beginning and end of lunch (if required) and at the end of the shift

**REQUIRED APPROVALS:**

Employees are required to approve timecards at the end of each pay cycle:

1) To access the timecard, click the **My Timecard** link under the **My Information** tab at the top of the screen
Time Stamp Employees (continued):

2) Verify the correct pay period is in view by checking the **Time Period** above the timecard
   a) If it is on or before the end of the pay cycle, leave it as **Current Pay Period**
   b) If it is after the end of the pay cycle, change it to **Previous Pay Period** by clicking the drop down arrow

   ![Time Period](image)

3) Scroll through the timecard to verify the information is correct; any discrepancies should be addressed with the manager prior to approval

4) Click the **Approvals** menu above the timecard

5) Choose **Approve**

6) The **Sign-offs, Requests & Approvals** tab will now show in the bottom of the timecard confirming the approval was made

7) Log off from Kronos by clicking **Log Off** in the upper right corner

Log On Time Limit

If you are logged on for a period of time with no activity, a flashing window will open with a message stating that your session is about to time out.

You must click Yes to continue the session where you left off.

**NOTE:** If you have entered data but have not saved it when this occurs, you will lose any data entered since you last saved. Always remember to save your data and log off if you are going to be away from the computer for any amount of time.
**Electronic Timecard Employees:**

Electronic Timecard Employees will use a designated computer to clock in and out of the Kronos system.

To access Kronos, open Internet Explorer and go to [http://kronos.ucsb.edu](http://kronos.ucsb.edu). Click on the Kronos link on the left side.

This will open the Kronos logon page in a new window.

**PER SHIFT:**

At the end of each shift:

1) Log on to Kronos
2) Find the day’s date and click in the **Pay Code** column
3) Choose the correct pay code from the drop down menu
4) Hit tab or click in the **Amount** column
5) Enter the number of hours worked
6) Click **Save** in the upper left corner of the timecard
7) Log off from Kronos by clicking **Log Off** in the upper right corner

**To log on to Kronos:**

- Non Exempt employees use their UCSBnetID and password

**IF THE SYSTEM PROMPTS YOU TO REMEMBER YOUR PASSWORD, CLICK NO!!!**
Electronic Timecard Employees (continued):

REQUIRED APPROVALS:

Employees are required to approve timecards at the end of each pay cycle:

1) Log on to Kronos

2) Verify the correct pay period is in view by checking the Time Period above the timecard
   a. If it is on or before the end of the pay cycle, leave it as Current Pay Period
   b. If it is after the end of the pay cycle, change it to Previous Pay Period by clicking the drop down arrow

3) Scroll through the timecard to verify the information is correct; any discrepancies should be addressed with the manager prior to approval

4) Click the Approvals menu along the top of the timecard

5) Choose Approve

6) The Sign-offs, Requests & Approvals tab will now show in the bottom of the timecard confirming the approval was made

7) Log off from Kronos by clicking Log Off in the upper right corner

Log On Time Limit

If you are logged on for a period of time with no activity, a flashing window will open with a message stating that your session is about to time out.

You must click Yes to continue the session where you left off.

NOTE: If you have entered data but have not saved it when this occurs, you will lose any data entered since you last saved. Always remember to save your data and log off if you are going to be away from the computer for any amount of time.
All Non Exempt Employees:

TO VIEW TIMECARD:

An employee can view his timecard at anytime:

1) Log on to Kronos as described previously

2) If the system does not open directly to the timecard:
   a. Click My Information at the top of the screen
   b. Click My Timecard

3) To change the dates being viewed, choose from the Time Period drop down menu above the timecard

TO VIEW ACCRUALS

1) Log on to Kronos
2) The timecard should open; if it does not:
   a) Click My Information at the top of the screen
   b) Click My Timecard

3) Click on today’s date in the timecard

4) In the bottom right corner accrual balances are displayed

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Balance on Selected Date</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time Accrued</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>Sick</td>
<td>8.0</td>
<td>Hour</td>
</tr>
<tr>
<td>Vacation</td>
<td>10.0</td>
<td>Hour</td>
</tr>
</tbody>
</table>

5) If you have any questions or concerns regarding your balances, please contact your Office/Payroll Manager
All Non Exempt Employees (continued):

**TO PRINT TIMECARD**

1) Log on to Kronos
2) The timecard should open; if it does not:
   a) Click **My Information** at the top of the screen
   b) Click **My Timecard** (see above for illustration)

3) To change the dates being viewed, choose from the **Time Period** drop down menu above the timecard

4) Click on the **Reports** menu
5) Choose **Time Detail**

6) A new window will open showing a detailed report of timecard information for the period chosen

7) Go to the Internet Explorer **File** menu
8) Choose **Print…**

9) Verify the printer is correct
10) Click the **Print** button

11) Close the Time Detail window by clicking the **X** in the upper right corner of the window

Always remember to log off from Kronos by clicking **Log Off** in the upper right corner!
SECTION II

EXEMPT EMPLOYEES
Exempt Electronic Timecard Employees:

Exempt Electronic Timecard Employees will use a designated computer to record only time taken (i.e. vacation and sick leave) in full-shift increments in the Kronos system.

To access Kronos, open Internet Explorer and go to http://kronos.ucsb.edu. Click on the Kronos link on the left side.

This will open the Kronos logon page in a new window.

**FOR HOURS TAKEN:**

1) Log on to Kronos

2) The timecard should open; if not:
   a) Click the **My Information** tab at the top of the screen
   b) Click **My Timecard**

3) Find the day's date and click in the **Pay Code** column

4) Choose the correct pay code from the drop down menu

*To log on to Kronos:*

- Exempt employees use their UCSBnetID user name and password

**IF THE SYSTEM PROMPTS YOU TO REMEMBER YOUR PASSWORD, CLICK NO!!!**
Exempt Electronic Timecard Employees (continued):

5) Hit tab or click in the **Amount** column

6) Enter amount of leave taken – must be entered in full shift amount

7) Click **Save** in the upper left corner of the timecard

![Timecard Example]

8) Log off from Kronos by clicking **Log Off** in the upper right corner

**REQUIRED APPROVALS:**

The Exempt Employee pay period coincides with the calendar month. For example, the November pay period runs from November 1st through November 30th.

After entering all leave taken during the pay period, the employee should approve his timecard for the entire pay period. *The timecard must be approved even if no leave was taken!*

1) Log on to Kronos

2) The timecard should open; if not:
   a) Click the **My Information** tab at the top of the screen
   b) Click **My Timecard**

3) Verify the correct pay period is in view by checking the **Time Period** above the timecard
   a) If it is on or before the end of the calendar month, leave it as **Current Pay Period**
   b) If it is the 1st or later, change it to **Previous Pay Period** by clicking the drop down arrow

4) Scroll through the timecard to verify the information is correct; any discrepancies should be addressed with the manager prior to approval
Exempt Electronic Timecard Employees (continued):

5) Click the Approvals menu above the timecard
6) Choose Approve

7) The Sign-offs, Requests & Approvals tab will now show in the bottom of the timecard confirming the approval was made

8) Log off from Kronos by clicking Log Off in the upper right corner

TO VIEW ACCRUALS

1) Log on to Kronos
2) The timecard should open; if not:
   a) Click the My Information tab at the top of the screen
   b) Click My Timecard
3) Click on today’s date in the timecard
4) In the bottom right corner accrual balances are displayed

<table>
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<td>8.0</td>
<td>Hour</td>
</tr>
<tr>
<td>Vacation</td>
<td>10.0</td>
<td>Hour</td>
</tr>
</tbody>
</table>

5) If you have any questions or concerns regarding your balances, please contact your Office Manager

Log On Time Limit

If you are logged on for a period of time with no activity, a flashing window will open with a message stating that your session is about to time out.

You must click Yes to continue the session where you left off.

NOTE: If you have entered data but have not saved it when this occurs, you will lose any data entered since you last saved. Always remember to save your data and log off if you are going to be away from the computer for any amount of time.
Exempt Electronic Timecard Employees (continued):

TO PRINT TIMECARD

1) Log on to Kronos
2) The timecard should open; if it does not:
   a) Click My Information at the top of the screen
   b) Click My Timecard (see above for illustration)
3) To change the dates being viewed, choose from the Time Period drop down menu above the timecard
   ![Time Period Drop Down Menu]
4) Click on the Reports menu
5) Choose Time Detail
   ![Reports Menu]
6) A new window will open showing a detailed report of timecard information for the period chosen
7) Go to the Internet Explorer File menu
8) Choose Print…
   ![Internet Explorer Print Menu]
9) Verify the printer is correct
10) Click the Print button
   ![Print Button]
11) Close the Time Detail window by clicking the in the upper right corner of the window

Always remember to log off from Kronos by clicking Log Off in the upper right corner!