

Kronos Quick-Start Guide

Kronos is the time and attendance system used by Dartmouth for capturing hours and recording paid time off (PTO) balances (vacation, personal, holiday, winter break, etc.). Kronos is the system of record for hours reporting and is used by payroll to capture hours worked, apply pay rules, and calculate employee pay.

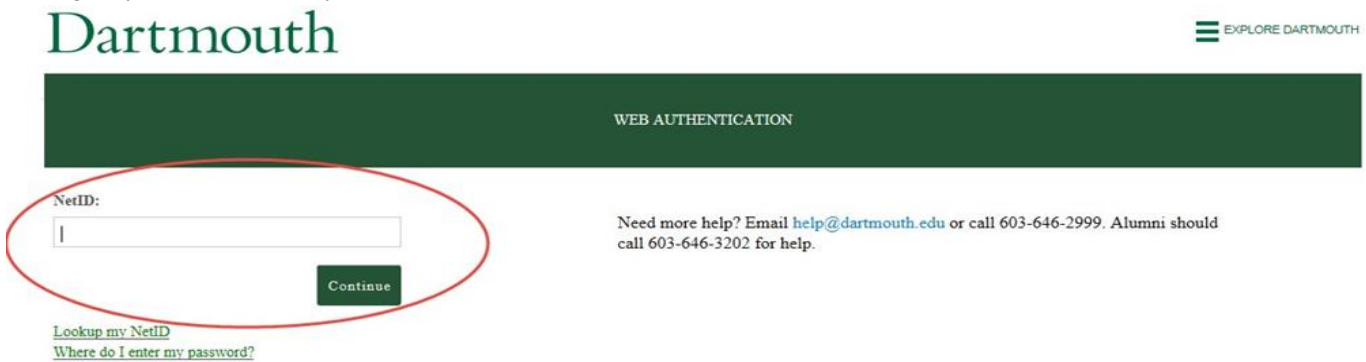
This Quick-Start Guide is meant to serve as a high-level introduction to the basics of navigating the Kronos Timekeeping System. For more details and further information on any of the information contained in this Quick-Start Guide, please refer to the **Kronos Employee Web-Entry Instruction Manual**.

Accessing Kronos

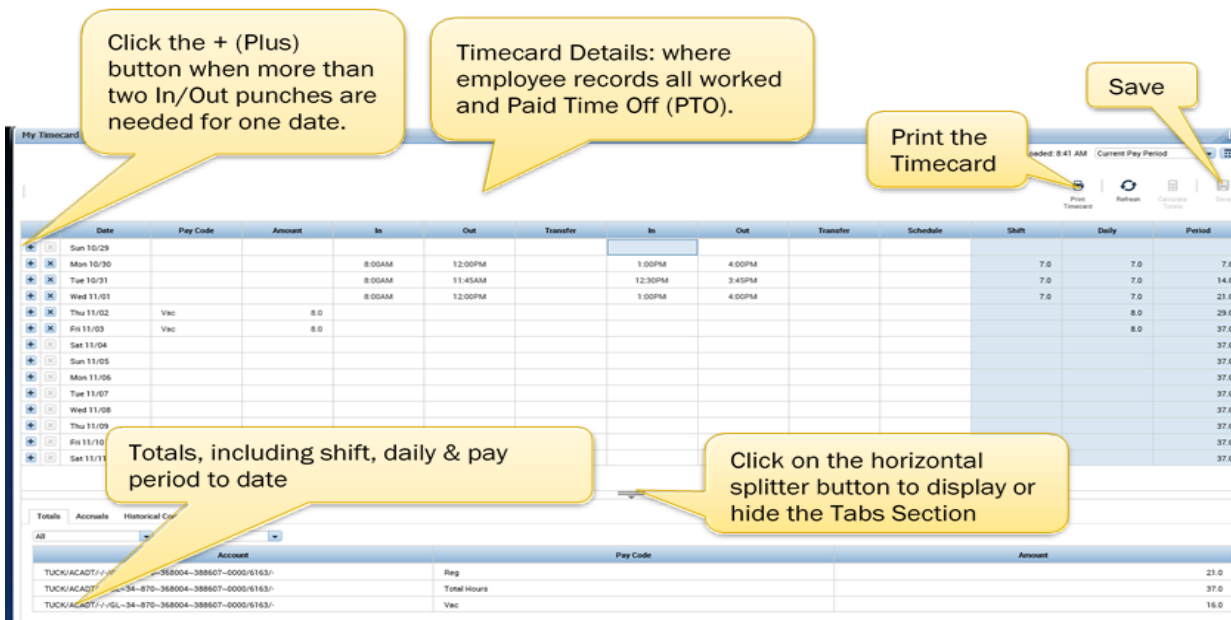
To access Kronos, use the following URL: <https://kronos.dartmouth.edu>

Log-in to Kronos

To log-in you must enter your Dartmouth NetID and password, then click 'Continue'.



Navigation & Timecard Basics



Click the + (Plus) button when more than two In/Out punches are needed for one date.

Timecard Details: where employee records all worked and Paid Time Off (PTO).

Print the Timecard

Save

Totals, including shift, daily & pay period to date

Click on the horizontal splitter button to display or hide the Tabs Section

Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
Sun 10/29												
Mon 10/30			8:06AM	12:00PM		1:00PM	4:00PM			7.0	7.0	7.0
Tue 10/31			8:06AM	11:45AM		12:30PM	3:45PM			7.0	7.0	14.0
Wed 11/01			8:06AM	12:00PM		1:00PM	4:00PM			7.0	7.0	21.0
Thu 11/02	Vac	8.0									8.0	29.0
Fri 11/03	Vac	8.0									8.0	37.0
Sat 11/04												37.0
Sun 11/05												37.0
Mon 11/06												37.0
Tue 11/07												37.0
Wed 11/08												37.0
Thu 11/09												37.0
Fri 11/10												37.0
Sat 11/11												37.0
Totals												
TUCK/ACADT/...-354004-388607-0000/6163/...											Reg	21.0
TUCK/ACADT/...-34-870-354004-388607-0000/6163/...											Total Hours	37.0
TUCK/ACADT/...-34-870-354004-388607-0000/6163/...											Vac	16.0


Recording Hours Worked

1. Select the row with the date you need to enter worked time.
2. Click on the 'In' cell and enter the time that you started working.
3. Enter the time that you stop working, (typically a lunch break) into the 'Out' cell on the same row for that same date.
4. When returning from lunch, click the + (plus) button to add a new row for the date and enter the return time in the 'In'

cell.

- When leaving for the day, enter the end time in the 'Out' cell, on the same line as the corresponding 'In' time.

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	Sun 10/29												
+	Mon 10/30												
+	Tue 10/31			8:00AM	12:00PM		1:00PM	4:30PM			7.5	7.5	7.5
+	Wed 11/01			8:00AM	12:00PM		1:00PM	4:30PM			7.5	7.5	15.0

Be sure to always click the Save Button  when you have completed entering your time. When a change has been made that needs to be saved, the Save button will be orange, otherwise it will be greyed out.

Recording Time (more than one hourly-paid position)

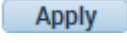
Employees who have more than one position (also called an assignment) must attribute their hours worked to the corresponding position. *The Kronos time system automatically attributes all time entered as if it were being paid from the position considered one's 'default' or primary assignment.*

To attribute your time to a position that is not your primary assignment:


- Click the 'down arrow' inside the cell in the 'Transfer' column and choose your job.



	Date	Pay Code	Amount	In	Out	Transfer	Schedule
+	Sun 6/26						
+	Mon 6/27			8:00AM	12:00PM		
+	Tue 6/28			12:30PM	4:30PM		
+	Tue 6/28			8:00AM	12:00PM		
+	Wed 6/29			12:30PM	4:30PM		
+	Thu 6/30			8:00AM	12:00PM		
+				12:30PM	4:30PM		


- If the assignment is not displayed in Transfer field, click on 'Search'. This will open a new window. Selecting the drop-down list for Jobnet will list the various positions that you have been hired into.
- Select the correct position, then click . This new assignment will appear in the 'Transfer' box after the times entered for that 'in' and 'out', as shown below.

In	Out	Transfer
8:00AM	12:00PM	//92061-3////
12:30PM	4:30PM	


Be sure to click the Save Button  when you have completed entering your time.

Inserting Additional Lines on a Timecard

Employees must add a line if s/he works more than two in and out punches for one date or uses Paid Time Off (PTO) hours for a portion of a day.

To add a line, simply click the  button to the left of the date for which you need to add an additional data entry line. A second line will appear below the date for which the line was added.

All PTO time must be entered on its own line, separate from the record of hours worked. The order does not matter.


The image below shows an employee using vacation during the work week, still resulting in 7.5 hours for the day and 15.0 hours of paid time for the week through Wednesday. When a line has data entered on it, you can click  button to remove that row if necessary.

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	Sun 10/29												
+	Mon 10/30												
+	Tue 10/31			8:00AM	11:45AM		12:30PM	4:15PM			7.5	7.5	7.5
+	Wed 11/01	Vac	5.0								2.5	7.5	15.0
+				1:00PM	3:30PM								

Be sure to always click the Save Button  when you have completed entering your time.


Record Paid Time Off (PTO)

If you are using your available personal or vacation hours on a day you are not working, you must record those hours in Kronos. To change the pay code, follow these instructions:

1. Click the drop-down arrow in the 'Pay Code' section of the date of the day you used PTO.
2. Select the 'appropriate code for your PTO (see [PTO Pay Codes](#) chart for correlation of codes).
3. Enter the number of hours you wish to use in the 'Amount' column to the right. **Note: You must have that number of hours available to use.**
4. Be sure to always click the Save Button  when you have completed the entry.

Record Holiday Time (not worked)



Employees without schedules must indicate a college-recognized paid Holiday day by entering the pay code and number of hours for which s/he should be paid according to their regularly scheduled work hours. To change the pay code, follow these instructions:

1. Click the drop-down arrow in the 'Pay Code' section of the date of the college holiday
2. Select the 'Hol' pay code.
3. Enter the number of hours you wish to use in the 'Amount' column to the right.
4. Be sure to always click the Save Button  when you have completed the entry.

Record Holiday Hours Worked (worked)

Employees without schedules must indicate a college-recognized paid Holiday day by entering the pay code and number of hours for which s/he should be paid as Holiday (as instructed in the [Record Holiday Time \(when not worked\)](#) instructions above. In addition, the employee must add a new line and enter the actual hours worked on that date in the same manner s/he would on any other day.

Adding 'Holiday Worked' to your Timecard:

1. Select the "Hol" pay code and enter number of hours in the Amount column on the date of the recognized college holiday.
2. Insert a line for that same date. (Click the  button to the left of the date for which you need to add an additional data entry line. A second line under that day's date will appear.
3. Enter the time worked in the 'In' and 'Out' cells.
4. Click the Save Button .

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	Sun 9/03												
+	Mon 9/04	Hol	8.0										
+				8:15AM	12:00PM		12:30PM	4:45PM			8.0	16.0	16.0
+	Tue 9/05			8:15AM	12:00PM		12:30PM	4:45PM			8.0	8.0	24.0
+	Wed 9/06			8:15AM	12:00PM		12:30PM	4:45PM			8.0	8.0	32.0

5. In the Totals section select the 'Daily' total view from the drop-down menu (in this example, Monday 09/04).
6. Verify that the daily pay code shows the correct number of hours for both HolWrkd and Hol.

Totals			
Account	Pay Code	Amount	
DMS/TDIOP/-/GL-30-020-286124-116500-0000/6163/-	Hol	8.0	
DMS/TDIOP/-/GL-30-020-286124-116500-0000/6163/-	HolWrkd	8.0	
DMS/TDIOP/-/GL-30-020-286124-116500-0000/6163/-	Total Hours		16.0

Viewing Paid Time Off (PTO) Balances

Employees can view their PTO Accrual Balances on the Accruals tab on the bottom half of the Employee Timecard screen shows the summary of accrual codes and balances as of the date highlighted in the timecard.

Totals		Accruals	Historical Corrections	Audits	
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Personal	19.2	Hour	Sat 7/01 - Sat 6/30	19.2	19.2
Vacation	12.0	Hour	Sat 7/01 - Sat 6/30	12.0	12.0
Winter Break	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

PTO Pay Codes (an abbreviated listing):

Pay Code	Abbreviation	Description
Bereavement	Bereav	Bereavement time
Civil Duty	Civil	Volunteer Fire Fighters, Volunteer EMTs, National Guard, Air Guard, etc.
Holiday	Hol	Holiday pay (when not worked)
Holiday Worked	HolWrked	Used when working on a Holiday to receive holiday pay
Jury Duty	Jury	Jury Duty time
Military Leave	Mil	Military Leave for Reserves Active Duty or for deployment
Other	Other	To be used by instruction from the College (i.e. college closures, etc.)
Overtime	OT	Overtime (hours worked over 40/week)
Personal Time	Per	Personal Leave for both fiscal and calendar year PTO accruals
Vacation	Vac	Vacation for both fiscal and calendar year PTO accruals
Winter Break	Winter Brk	Winter break taken



Disability, Worker's Compensation and Parental Leave

The following hours types are administered centrally by the Benefits Office of Human Resources: Short-term Disability, Parental Leave, and Worker's Compensation. These hours will not be recorded in Kronos.

Timecard Corrections

Timecard Corrections within the pay period

Corrections must be made in Kronos by the employee. If the timecard has not yet been approved by the Approver or Finance Center, the employee need only correct the information by either deleting the incorrect row of data or by clicking in each incorrect cell and making the correction.

To delete a row of data, simply click the button  on the left of the date for which you wish to remove the data. This will not remove the date, simply the data previously entered on that line. Be sure to always click the Save Button  when you have completed entering your time.

For all other corrections, please see the **Kronos Employee Web-Entry Instruction Manual** for more detail and further instruction.