



# Kronos Quick-Start Guide for Biweekly Employees

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

To access your timecard, either:

1. Click the → arrow on the **My Timesheet** tile on the Dashboard **or**
2. Click on the menu in the upper left corner
  - a. Click **My Information** and then
  - b. Select **My Timecard**

The login form features the Dartmouth logo at the top. It includes a 'NetID:' field with the value 'j1257r6', a 'Password:' field with masked characters, and a 'Remember Me for 30 days' checkbox. A prominent green 'LOGIN' button is at the bottom. Below the button are links for 'Lookup my NetID' and 'Forgot your password?'.

The dashboard screenshot shows a user profile for 'Test Worker' (TW) with a 'Sign Out' button. A search bar is present. The main navigation menu on the left includes 'Home', 'My Information', 'My Calendar', and 'My Timecard'. The main content area is divided into three sections: 'My Timecard' (showing '0' and 'No data to display'), 'My Notifications' (listing System Messages, Employee Requests, My Requests, Tasks, Attendance, Leave of Absence, and Timekeeping, all with counts of 0 or 2), and 'My Schedule' (showing a calendar for 'Today' through 'Fri 19' with 'You have nothing planned.' for each day). A green arrow points to the 'My Timecard' tile, and another points to the 'My Timecard' menu item in the left sidebar.

# Recording Hours Worked

**Approve timecard**

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

**Notifications**

**Save**

**Share to Print timecard**

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

**View Totals, including regular, shift, daily and pay period to date**

**View PTO Accrual balances for Vacation, Personal Time, and Winter Break**

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	Sun 8/25													
+	Mon 8/26	123456-1		7:29 AM	12:02 PM		12:34 PM	3:57 PM			7:30 AM - 4:00 PM	8.00	8.00	8.00
+	Tue 8/27	123456-1		7:27 AM	11:58 AM		12:32 PM	3:55 PM			7:30 AM - 4:00 PM	8.00	8.00	16.00
+	Wed 8/28	123456-1		7:39 AM	12:00 PM		12:15 PM	3:59 PM			7:30 AM - 4:00 PM	8.25	8.25	24.25
+	Thu 8/29	123456-1		7:29 AM	12:01 PM		12:27 PM	4:02 PM			7:30 AM - 4:00 PM	8.00	8.00	32.25
+	Fri 8/30	123456-1		7:15 AM	11:45 AM		12:30 PM	3:58 PM			7:30 AM - 4:00 PM	8.00	8.00	40.25
+	Sat 8/31													40.25
+	Sun 9/01													40.25
+	Mon 9/02	123456-1									7:30 AM - 4:00 PM			
+		123456-1	Hol	8.50	7:30 AM								8.50	48.75
+	Tue 9/03	123456-1									7:30 AM - 4:00 PM			
+		123456-1	Vac	8.50	7:30 AM								8.50	57.25
+	Wed 9/04										7:30 AM - 4:00 PM			57.25
+	Thu 9/05										7:30 AM - 4:00 PM			57.25
+	Fri 9/06										7:30 AM - 4:00 PM			57.25

Totals      Accruals      Historical Corrections      Audits

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

Pay Code	Amount	In	Out	Transfer	In	Out
		7:20 AM	12:05 PM		1:05 PM	4:30 PM
		7:28 AM	11:55 AM		12:30 PM	3:55 PM
Vac	8.00					

Be sure to always click the **Save** located in the upper-right side of the window when you have completed entering your time. The **Save** button will be magenta, when a change has been made that needs to be saved, otherwise it will be greyed out.

## Approving your Timecard

When you are recording your last hours worked or PTO for the pay period, click

**Save** and then click **Approve** from the upper-left hand and an attestation window will open on the right for you to confirm that all hours reported are accurate and have not been falsified. Select the Approve radio button to confirm the statement is true and click **Submit**.

**Confirm** ✕

I acknowledge that I have not falsified or inaccurately reported my hours but have actually worked or entitled to the hours reported for the pay period.\*

Approve  
 Cancel

**Submit**

## Recording Time for 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:

1. Click the 'down arrow' inside the cell in the 'Assignment' column and choose your job. *Employees who do not have multiple Assignments will not have the Assignment column on their timecard.*

		Date	Assignment	Pay Code	Amount	In	Out	Transfer
+	⊖	Sun 8/25						
+	⊖	Mon 8/26	123456-1			7:20 AM	12:05 PM	
+	⊖	Tue 8/27	123456-1			7:28 AM	11:55 AM	
+	⊖	Wed 8/28	123456-1	Vac	8.00			
+	⊖	Thu 8/29	123456-1					
+	⊖		123456-4					
+	⊖		123456-3			7:30 AM	12:00 PM	

2. If the assignment is not displayed in the Assignment column, contact [Kronos.Admin@dartmouth.edu](mailto:Kronos.Admin@dartmouth.edu).

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 they work more than two in and out punches for one date, use Paid Time Off (PTO) hours for a portion of a day, or work in more than one assignment on a single 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 8 hours for the day. When a line has data entered on it and needs to be removed, you can click **⊖** button to remove that row if necessary.

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	⊖	Sun 8/25														
+	⊖	Mon 8/26	123456-1	Vac	3.25											
+	⊖		123456-1			7:20 AM	12:05 PM							4.75	8.00	8.00

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 (when not worked)

Employees without schedules must indicate a Dartmouth-recognized paid Holiday day by entering the pay code and number of hours for which they 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 Dartmouth 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 Dartmouth-recognized paid Holiday day by entering the pay code and number of hours for which they 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 they 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.

	Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	Sun 9/01														40.00
+	Mon 9/02	123456-1			7:30 AM	12:00 PM		12:30 PM	4:00 PM			7:30 AM - 4:00 PM	8.00		
+		123456-1	Hol	8.00	7:30 AM									16.00	56.00

4. Click the Save Button .
5. In the Totals section select the ‘Daily’ total view from the drop-down menu (in this example, Monday 09/02).
6. Verify that the daily pay code shows the correct number of hours for both HolWrkd and Hol.

Assignment	Location	Job	Labor Category	Pay Code	Amount
	Dartmouth College/Campus Services/FOM/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214,JG3A	Total Hours	16.00
123456-1	Dartmouth College/Campus Services/FOM/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214,JG3A	Hol	8.00
123456-1	Dartmouth College/Campus Services/FOM/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214,JG3A	HolWrkd	8.00

## 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.

Accrual Code Name	Accrual Code Type	Accrual Reporting Period	Opening Vested Balance	Available Balance	Taken to Date	Planned	Ending Vested Bal.
Personal	Hour	Mon 7/01 - Mon 6/30	0.00	56.00	0.00	0.00	56.00
Vacation	Hour	Mon 7/01 - Mon 6/30	0.00	38.25	11.25	16.00	38.25
Winter Break	Hour	Mon 1/01 - Tue 12/31	0.00	0.00	0.00	0.00	0.00

## PTO Pay Codes (an abbreviated listing):

Pay Code	Abbreviatio	Description
Bereavement	Bereav	Bereavement time
Civil Duty	Civil	Volunteer Fire Fighters, Volunteer EMTs, National Guard, Air Guard, etc.
Floating Holiday	Hol-Floating	Floating Holiday pay
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 be recorded in Kronos by the Benefits Office.

## 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.