



ECU Kronos Introduction for Student Workers

TIME AND ATTENDANCE

Kronos at ECU

- ▶ Kronos is ECU's System of Record for Time Keeping, Attendance and Leave Reporting
- ▶ Any employee who reports hours worked and/or is granted or awarded leave will use Kronos
- ▶ At the conclusion of the Kronos implementation, we anticipate 8500 employees on Kronos across the university



To Access Kronos go to.....

<https://kronos.ecu.edu>

Use your PirateID in all lowercase for your username

Use your PirateID password for your password

To Access Kronos on a computer you'll need....

Kronos will work with a variety of web browsers:

Internet Explorer versions 8+
Firefox Versions 17 and higher
Chrome
Edge
Safari

Kronos requires the Adobe Flash Add-On in order to function

- Kronos is accessible from any computer with a browser, the flash add-on and internet access.
- Contact the Pirate Techs Student computer Support Center for help
(Search for Pirate Techs on the ECU Home page for specifics)

Technical Tidbits to Remember:

- You will not be able to reach Kronos from a workstation that doesn't have the required add-on (Flash) or from one without internet access.
- Mobile devices will not work with Kronos. Kronos only runs on devices with a complete Operating System.
 - iPads, iPhones and Android Devices will pull up the Kronos Login screen but will not proceed further
 - Laptops and some mobile tablets i.e. Surface Pro3 with a complete Operating System will run Kronos

Kronos keeps an extensive audit trail. Your timecard will record information about when, where and how you access your timecard, record time, and approve your record.

- *If you clock in/out at another campus location, this information is recorded on your timecard*
- *If you clock in/out from home, this information is recorded on your timecard*



8:25 AM Wed Oct-22-14

East Carolina University

View Timecard

Select Job Clock In

View Totals Online

Callback Clock In

Review Punches

View Accruals
Online

Approve Timecard

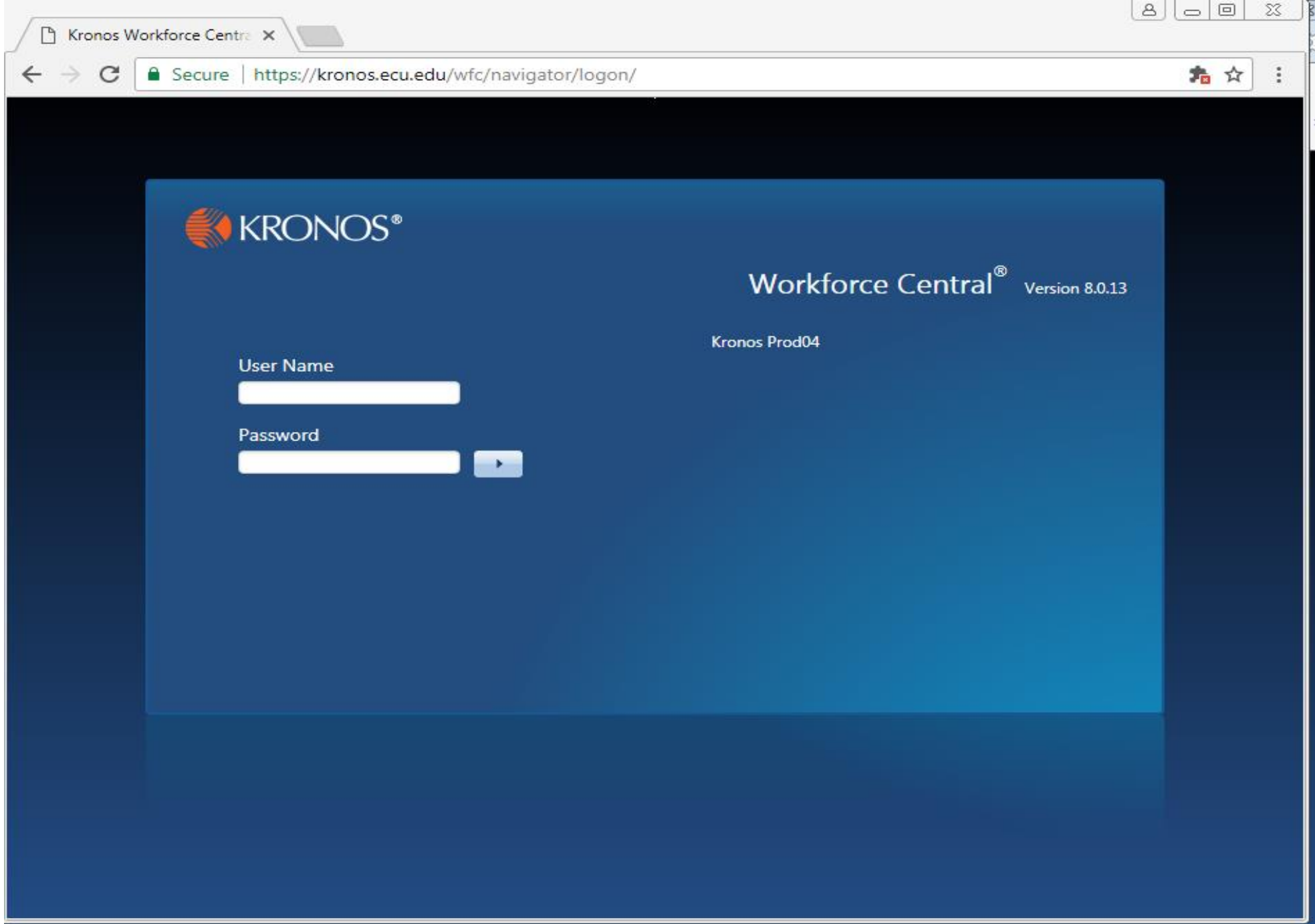
View Schedules
Online




East Carolina University
Employee Name










This is the Student Employee Navigator

 **KRONOS**

Sign Out







My Information















My Timecard

Loaded: 10:18 AM

Current Pay Period


Approve Timecard

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
		Sun 10/01										
		Mon 10/02				8:00AM	;40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	10:00AM				2:00
		Tue 10/03				10:00AM	;40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	11:15AM				1:15
		Wed 10/04										
		Thu 10/05				2:00PM	;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	3:16PM				1:15
		Fri 10/06				3:15PM	;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	4:30PM				1:15
		Sat 10/07										

My Timestamp

Last Timestamp: Wednesday, October 11, 2017 9:48AM Eastern Time

Transfer



 My Timecard

 My Timestamp

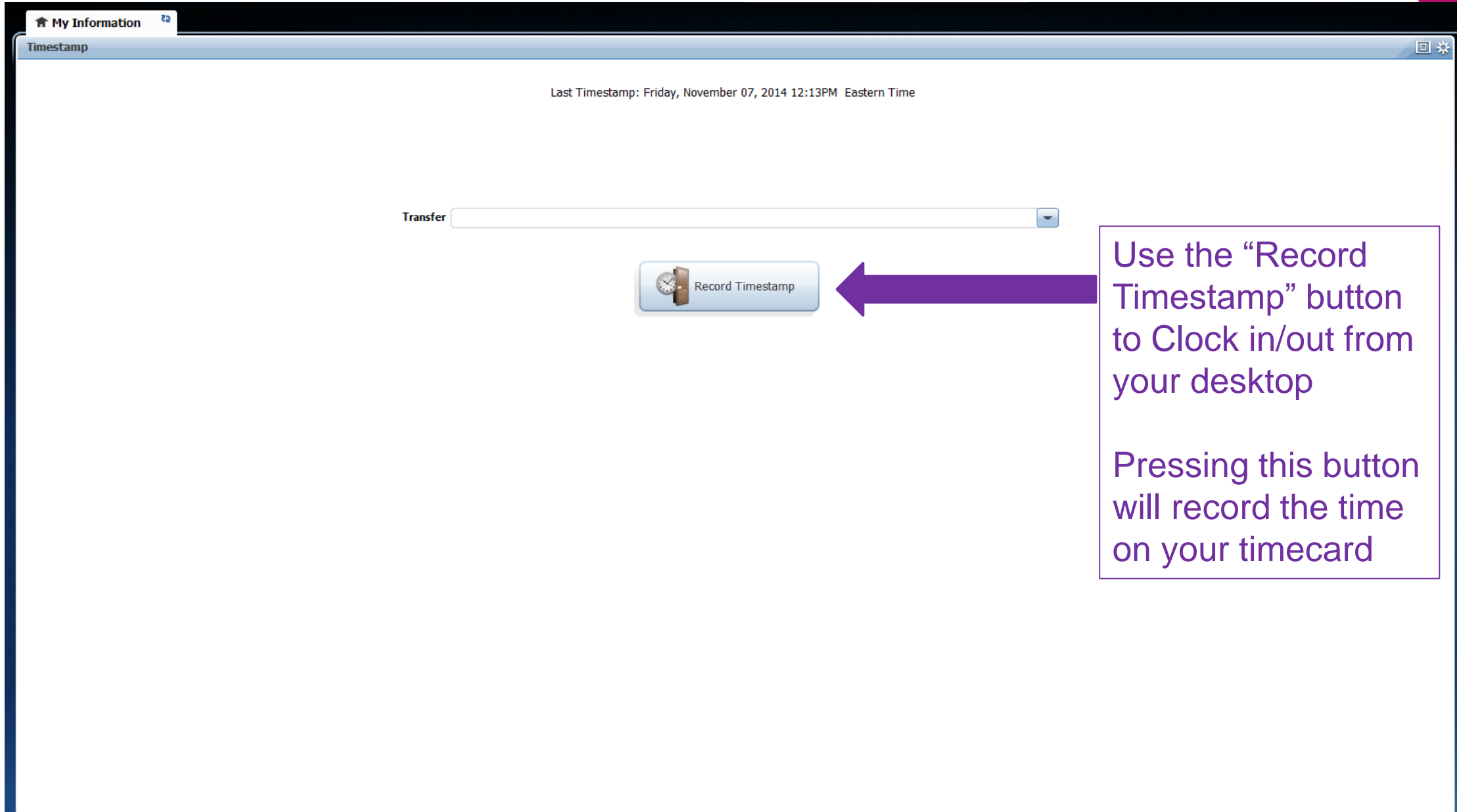
 My Reports

 My Schedule and Time Off Requests

Rounding Rules

- ▶ Nonexempt employees will punch in/out at the beginning and end of each day and for breaks
- ▶ Kronos utilizes the 7/8 rounding rule which rounds time to nearest quarter hour with 7 minutes or less after the quarter hour rounding backwards and 8 minutes or more rounding ahead.
 - ▶ For example:
 - ▶ If you clock in at 7:52 you are clocked in at 7:45 (7:45+7 min)
 - ▶ If you clock in at 7:53 you are clocked in at 8:00 (7:45 + 8 min)
 - ▶ If you clock in at 8:07 you are clocked in at 8:00 (8:00 + 7 min)
 - ▶ If you clock in at 8:08 you are clocked in at 8:15 (8:00 + 8 min)
- ▶ Break time is rounded to the nearest quarter hour based on the amount of time taken for a break, not on the punches themselves
 - ▶ For example:
 - ▶ A 52 minute break is rounded to 45 minutes
 - ▶ A 53 minute breaks rounded to 1:00 hour

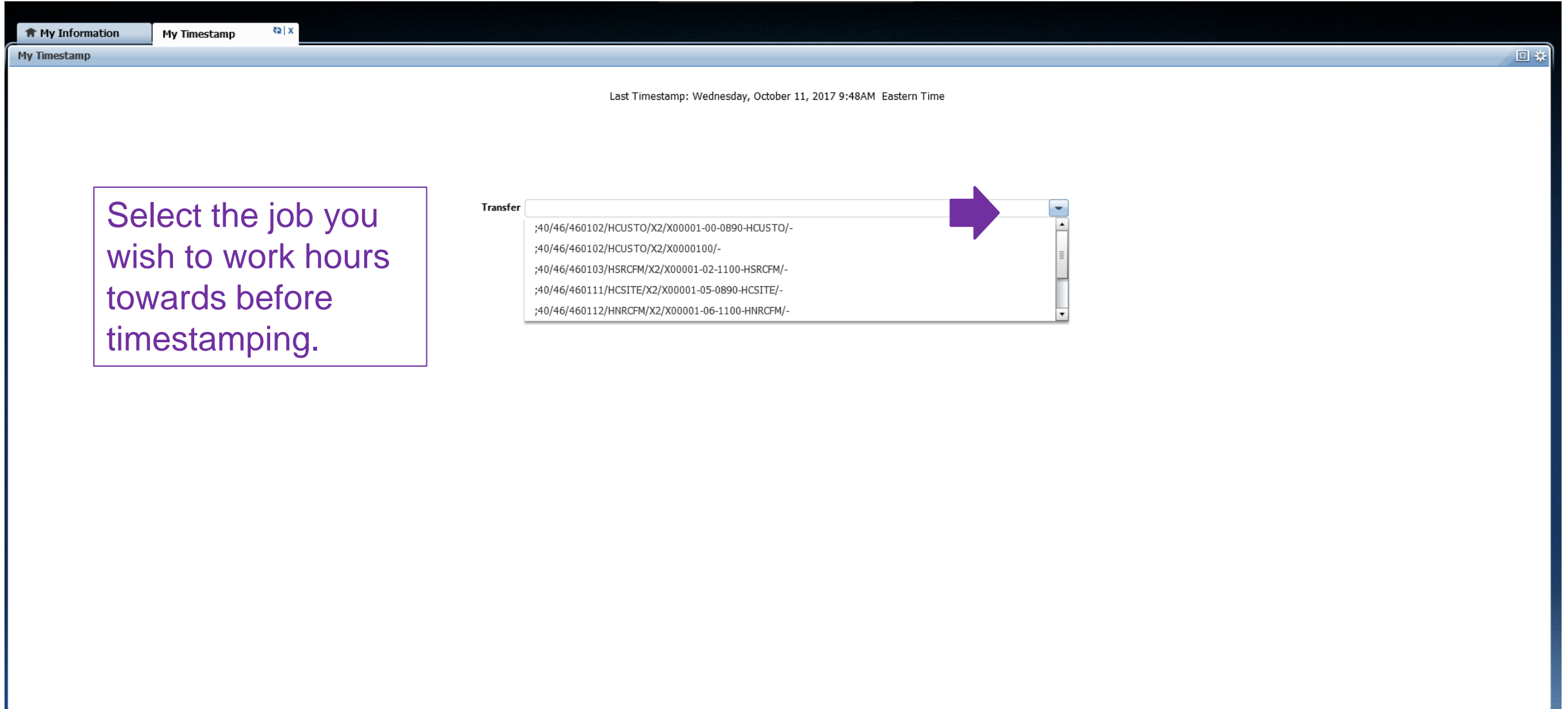
This is the Timestamp Widget



When you have more than one job....

- ▶ Kronos identifies one of those jobs as the primary job. If you do not select a different job when you timestamp in, all your hours will go towards the primary job.
- ▶ Different jobs have different rates of pay and different departmental accounting.
- ▶ *If you do not select the correct job when you timestamp in, it will impact your paycheck and your Manager's departmental budget!*

When you have more than one job and need to timestamp in...



The screenshot shows a web application with two tabs: "My Information" and "My Timestamp". The "My Timestamp" tab is active, displaying the text "Last Timestamp: Wednesday, October 11, 2017 9:48AM Eastern Time". Below this, there is a "Transfer" section with a list of job identifiers. A large purple arrow points to the first job in the list.

Select the job you wish to work hours towards before timestamping.

Transfer

- ;40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-
- ;40/46/460102/HCUSTO/X2/X0000100/-
- ;40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-
- ;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-
- ;40/46/460112/HNRCFM/X2/X00001-06-1100-HNRCFM/-


When you clock out from any job...

My Information

Timestamp

Last Timestamp: Friday, November 07, 2014 12:13PM Eastern Time

Transfer

 Record Timestamp

When clocking out, make sure the “Transfer” box is empty and just press “Record Timestamp”

This is the Student Employee's Timecard

My Information

My Timecard

Approve Timecard

Loaded: 10:18 AM Current Pay Period

Print Timecard

Refresh

Calculate Totals

Save

	Schedule	Pay Code	Amount	In	Transfer	Out	In			
+ X	Sun 10/01									
+ X	Mon 10/02			8:00AM	;40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	10:00AM				2:00
+ X	Tue 10/03			10:00AM	;40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	11:15AM				1:15
+ X	Wed 10/04									
+ X	Thu 10/05			2:00PM	;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	3:16PM				1:15
+ X	Fri 10/06			3:15PM	;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	4:30PM				1:15
+ X	Sat 10/07									
+ X	Sun 10/08									
+ X	Mon 10/09									
+ X	Tue 10/10			10:25AM	;40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	10:39AM				0:15
+ X				10:42AM	;40/46/460112/HNRCFM/X2/X00001-06-1100-HNRCFM/-	3:15PM				4:30
+ X	Wed 10/11			9:22AM	;40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	9:24AM				0:15
+ X				9:48AM						

Totals

Accruals

Historical Corrections

Comments

Audits

All All

☐ Exclude Approved Totals

Account	Pay Code	Amount
(x)40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	Regular	2:15
(x)40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	Regular	1:30
(x)40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	Regular	2:30
(x)40/46/460112/HNRCFM/X2/X00001-06-1100-HNRCFM/-	Regular	4:30

On your timecard...

My Information

My Timecard

Loaded: 10:18 AM Current Pay Period

Print Timecard Refresh Calculate Totals Save

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sun 10/01										
Mon 10/02				8:00AM	;40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	10:00AM				2:00
Tue 10/03				10:00AM	;40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	11:15AM				1:15
Wed 10/04										
Thu 10/05				2:00PM	;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	3:16PM				1:15
Fri 10/06				3:15PM	;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	4:30PM				1:15
Sat 10/07										
Sun 10/08										
Mon 10/09										
Tue 10/10				10:25AM	;40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	10:39AM				0:15
				10:42AM	;40/46/460112/HNRCFM/X2/X00001-06-1100-HNRCFM/-	3:15PM				4:30
Wed 10/11				9:22AM	;40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	9:24AM				0:15
				9:48AM						

Totals Accruals Historical Corrections Comments Audits

All All

Account	Pay Code	Amount
(x)40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	Regular	2:15
(x)40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	Regular	1:30
(x)40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	Regular	2:30
(x)40/46/460112/HNRCFM/X2/X00001-06-1100-HNRCFM/-	Regular	4:30

Exclude Approved Totals

Each shift has a line

Shifts counting towards another job (not your primary position) have the job information in the transfer column

That information comes from the job you select when you clock in

Approving your timecard

- ▶ ECU has a Semi Monthly pay cycle (twice a month)
- ▶ Pay Periods begin on the 1st and 16th of each month
- ▶ ***YOU must approve (sign) your timecard at the end of each pay period***
 - ▶ You'll select current pay period when approving your timecard if you are still in the pay period when you approve (sign) your timecard.
 - ▶ You'll select previous pay period when approving your timecard if you are in the new/next pay period when you approve (sign) your timecard.
- ▶ ***Your MANAGERS must approve (sign) your timecard at the end of each pay period***
- ▶ If you and all your managers have not approved (signed) your timecard at the end of each pay period it may impact your ability to be paid during that pay cycle.

Approving your timecard

- ▶ You will receive an email reminder at the end of each pay period to approve your timecard.
- ▶ Monitoring your timecard on a regular basis will help limit the modifications necessary to your timecard at the end of the pay period.
- ▶ **ALL** Approvals and Sign-offs must be in place by Close of Business on the second business day after the pay period ends in order for records to be submitted for payroll.

This means, approve (sign) your timecard as soon as possible after you complete the last shift in the pay period.

****Approvals can be done via a configured computer workstation or via the timeclock***

****Make sure and pay attention and select the correct pay period when approving***

To Approve your Timecard.....

My Information

My Timestamp

My Timecard

Loaded: 10:18 AM

Current Pay Period

Print Timecard

Refresh

Calculate Totals

Save

Approve Timecard

Remove Timecard Approval

	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
+ x	Mon 10/02			8:00AM	;40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	10:00AM				2:00
+ x	Tue 10/03			10:00AM	;40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	11:15AM				1:15
+ x	Wed 10/04									
+ x	Thu 10/05			2:00PM	;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	3:16PM				1:15
+ x	Fri 10/06			3:15PM	;40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	4:30PM				1:15
+ x	Sat 10/07									
+ x	Sun 10/08									
+ x	Mon 10/09									
+ x	Tue 10/10			10:25AM	;40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	10:39AM				0:15
+ x				10:42AM	;40/46/460112/HNRCFM/X2/X00001-06-1100-HNRCFM/-	3:15PM				4:30
+ x	Wed 10/11			9:22AM	;40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	9:24AM				0:15
+ x				9:48AM						

Totals

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Comments

Audits

All

All

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Account	Pay Code	Amount
(x)40/46/460102/HCUSTO/X2/X00001-00-0890-HCUSTO/-	Regular	2:15
(x)40/46/460103/HSRCFM/X2/X00001-02-1100-HSRCFM/-	Regular	1:30
(x)40/46/460111/HCSITE/X2/X00001-05-0890-HCSITE/-	Regular	2:30
(x)40/46/460112/HNRCFM/X2/X00001-06-1100-HNRCFM/-	Regular	4:30

Questions.....