

Hourly Timesheet Timecard

Starting Kronos

1. Enter the URL to access Kronos:
<https://www.kronos.utah.edu>
2. Select the Employee Time Entry link.
3. Enter your UNID as the User Name. Be sure to use a lowercase "u".
4. Enter your password. To reset or find the default password, go to gate.acs.utah.edu
5. Hit Enter or click on the Log On button.

Time Period: Change the time frame visible.

Approve: Approves the timecard.

Online Help **Log Off**

Timecard **Help** **Timecard | Reports**

Time Period: Current Pay Period 4/16/2004 - 4/30/2004

DARCY, FITZWILLIAM
[Home Account](#)

Save: Saves your changes.

Pay Codes: Sick, Vacation, Holiday, etc.

Amount: Amount of hours for leave time.

Add Row: Inserts a new row.

Reports: Employee reports.

Totals: Both daily (shift) totals and running total for the time period (daily).

In and Out: Enter time in and out for the the day and lunches.

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals		
							Shift	Daily	
⌵	Fri 4/16								
⌵	Sat 4/17								
⌵	Sun 4/18								
⌵	Mon 4/19								
⌵	Tue 4/20								
⌵	Wed 4/21								
⌵	Thu 4/22								
⌵	Fri 4/23								
⌵	Sat 4/24								
⌵	Sun 4/25								
⌵	Mon 4/26								
⌵	Tue 4/27								
⌵	Wed 4/28								
⌵	Thu 4/29								
⌵	Fri 4/30								
							Total:		

Save Refresh Approve

View [Totals Summary](#) for selected time period.

[Top](#)

View [Totals Summary](#) for selected time period.

[Timecard](#) | [Reports](#)

Entering Hours Worked

1. Click in the In or Out cell for the day that time needs to be entered.
2. Enter the time, such as 8:30A. (Time appears with AM or PM.)
3. Click Save to save your changes.

Entering Time Off

Note: For Benefitted hourly employees only

1. Select the appropriate day.
2. Click the down arrow in the Pay Code column, and select the appropriate leave code from the drop-down list.
3. Enter the number of hours in the amount column.

Note: If you need to use a different Pay Code, if one is already there for the day, click the Add Row icon and then select the different code needed.

Approving Your Timecard

1. Select the appropriate time period from the Time Period drop-down list.
2. Click the Approve button

Removing Your Approval

1. Click the Remove Approval button.
2. Review the message and click ok.

Note: You cannot remove your approval if your manager has approved or signed off your timecard.

Generating Reports

1. Click on the Reports link at the top of the page.
2. Select a report.
3. Select the Time Period and enter specific dates if required.
4. Click View Report.
5. To print a report, click the Print button on the browser toolbar.

The screenshot shows the 'Reports' page interface. At the top right, there are links for 'Log Off', 'Help', 'Timecard', and 'Reports'. The main content area is titled 'Available Reports:' and contains three report options: 'Schedule Time Detail', 'Accrual Balances and Projections', and 'Schedule Time Detail'. A 'Time Period:' section includes a 'Range:' dropdown set to 'Specific Date', 'Start Date:' and 'End Date:' input fields with calendar icons, and an 'As Of:' input field with a calendar icon. A 'View Report' button is located below these fields. Callout boxes provide descriptions for each element:

- Schedule:** Shows the schedule for the selected time frame.
- Time Detail:** Shows detail information about the hours worked for the selected time frame.
- Accrual Balances and Projections:** Shows accrual balances for the selected time frame.
- Range:** Specify time frame.
- Calendar:** Select date from a calendar.
- View Report:** Lets you view the report.