



KRONOS Instructions

The University of Utah uses a payroll reporting program called KRONOS which is accessed through your CIS Employee Tab page.

If you have another job on campus, DO NOT ENTER ANY UROP HOURS INTO KRONOS. You are only required to submit your online UROP time card. Any hours you submit on KRONOS will be charged to your home department.

If UROP is your only job on campus, you are required to enter your UROP hours into the KRONOS program *in addition* to submitting your online UROP time card.

Accessing KRONOS

1. Login to CIS at cis.utah.edu using your uID and password.
2. Navigate to your **Employee** tab.
3. Find the **KRONOS Time & Attendance** link in the **Employee Resources** panel.
4. Select the **HTML VERSION** button.
5. Login again with your CIS credentials (uID and password).
6. Select **My Timecard** in the **My Information** panel.

Entering Hours

Person & Id LAST, FIRST (u0000000)
 Time Period 2/01/2017 – 2/15/2017

<input type="button" value="Save"/> <input type="button" value="Approve"/> <input type="button" value="Comments"/> <input type="button" value="Primary Account"/> <input type="button" value="Totals Summary"/> <input type="button" value="Refresh"/>								
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
<input type="button" value="↶"/>	Wed 2/01	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
<input type="button" value="↶"/>	Thu 2/02	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
							Total:	

1. Enter your **In** and **Out** times in the appropriate **Date** row. Make sure you include AM and PM in your entries. Hours must be recorded in whole or half-hour increments.
2. Verify the hours you have entered are correct. Select the **Save** button. The **Shift** and **Daily Totals** will update after you save.
3. After you have entered all hours for the entire pay period, select the **Approve** button.

NOTE: Total hours on submitted through KRONOS *MUST* match the total hours submitted in your online UROP time card. Discrepancies may delay your pay check.