

KRONOS INSTRUCTIONS

1. Login to **KRONOS** at kronos.utah.edu using your CIS credentials (uNID and CIS password).
2. Select the **KRONOS** button.
3. In the **"My Information"** tab, make sure **"Current Pay Period"** is selected from the time dropdown menu. This will be the default view.

If your KRONOS Timecard does not look like the image below, please send a screenshot of your screen to katie.sexton@utah.edu.

		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	X	Mon 8/21									
+	X	Tue 8/22									

4. Enter your **In** and **Out** punches every time you work. Keep your KRONOS timecard as up-to-date as possible. Include AM or PM in your punches. The KRONOS default for entered time is AM.


If you cannot enter data into the "In" and "Out" columns in KRONOS, please send a screenshot of your screen to katie.sexton@utah.edu.


		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	X	Mon 8/21		8:04a		10:17a					
+	X	Tue 8/22		2:30p		3:58p					


5. After you have entered data, select the **"Save"** button. The **Shift**, **Daily**, and **Period** totals will update after you save.


		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	X	Mon 8/21		8:04a		10:17a			2:15	2:15	2:15
+	X	Tue 8/22		2:30p		3:58p			1:30	1:30	3:45


6. To add another row of data for multiple shifts on the same day, select the “+” button in the Add Row column. Select the “**Save**” button after you have entered data. The **Shift**, **Daily**, and **Period** totals will update again after you save.


 Approve
Timecard


 Print
Timecard


 Refresh


 Calculate
Totals


 Save


		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	X	Mon 8/21		8:04a		10:17a			2:15	2:15	2:15
+	X	Tue 8/22		2:30p		3:58p					4:45
+	X			5:00p		5:44p			2:30	2:30	4:45


7. **IF YOU HAVE ANOTHER JOB ON CAMPUS**, indicate which shift belongs to which job. Select the “**Transfer**” cell in the correct row and select the appropriate job. The Transfer for UROP hours is “**StudRsrc-Ug Studi**” followed by a string of numbers. Select this Transfer for all of your UROP hours.


If you do not have a dropdown for Transfers in KRONOS, please send a screenshot of your screen to katie.sexton@utah.edu.


		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	X	Mon 8/21		8:04a	StudRsrc... ▾	10:17a			2:15	2:15	2:15
+	X	Tue 8/22		2:30p	StudRsrc... ▾	3:58p					4:45
+	X			5:00p		5:44p			2:30	2:30	4:45


8. On the last day of the pay period, approve your timecard. Select the “**Approve Timecard**” button, then “**Approve Timecard**” from the dropdown.


 Approve
Timecard


 Print
Timecard


 Refresh


 Calculate
Totals


 Save

		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	X	Mon 8/21		8:04a	StudRsrc... ▾	10:17a			2:15	2:15	2:15
+	X	Tue 8/22		2:30p	StudRsrc... ▾	3:58p					4:45
+	X			5:00p		5:44p			2:30	2:30	4:45

9. Make sure your UROP shifts in the KRONOS Timecard exactly match the shift totals you enter into the **UROP Timecard** (our.utah.edu/urop/timecard). Discrepancies may delay approval of your timecard.

All eligible UROP employees must complete both a **UROP Timecard** (our.utah.edu/urop/timecard) AND a **KRONOS Timecard**.

Please contact katie.sexton@utah.edu with KRONOS questions.