

Hourly Timestamp QRG - WA, Swedish, PacMed, Kadlec KB0057277

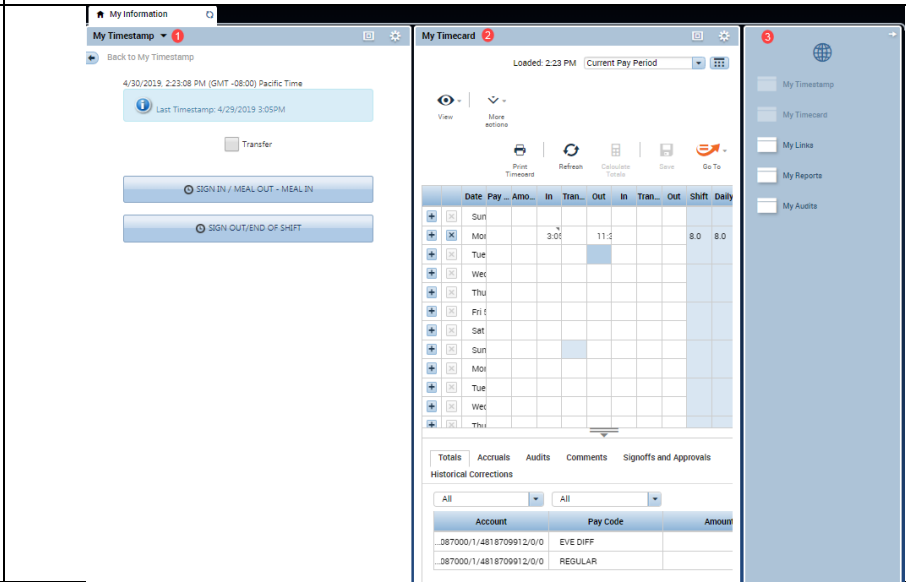
NON-EXEMPT (HOURLY) KRONOS QUICK REFERENCE GUIDE – TIMESTAMP AT COMPUTER

LOG INTO KRONOS: Click on the Kronos v8.1 Icon on your desktop. Your username and password is the same as your Lawson Employee Self Service.

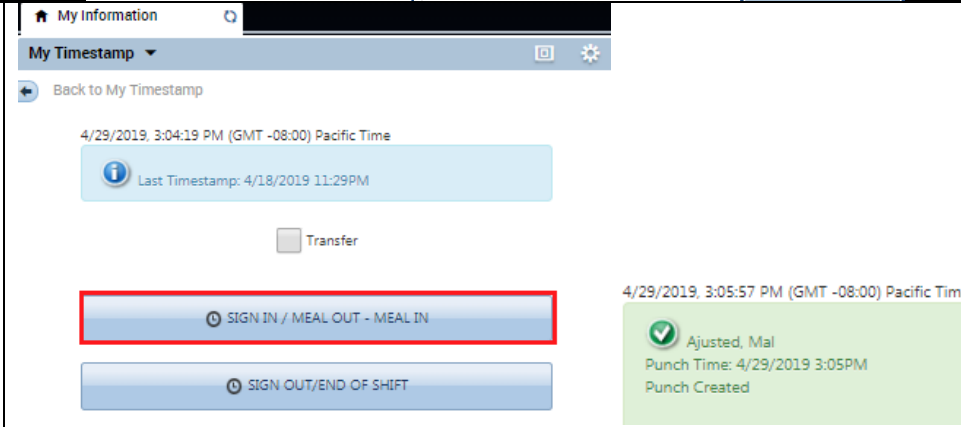


Default View of Kronos

1. My Timestamp
2. My Timecard
3. Related Items Pane – Links to reports and Payroll Site

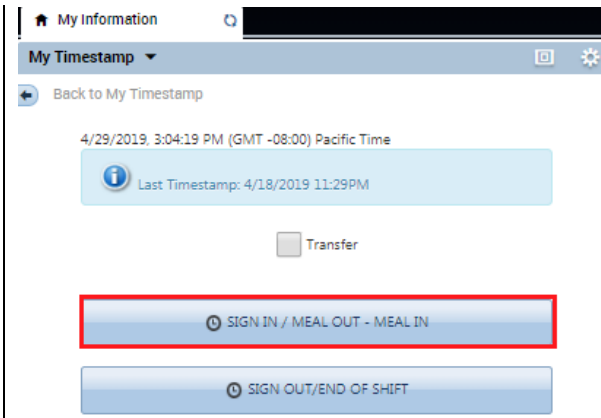


IN – START OF SHIFT: CLICK the Sign In / Meal Out – Meal In button. You will receive a punch creation confirmation.



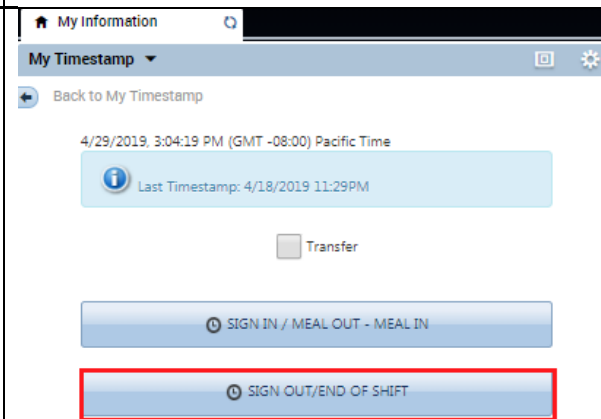
MEAL PERIOD OUT/IN: Click the Sign In / Meal Out – Meal In button

****Used if you are required to clock out/in for meal, take a meal break longer than 30 minutes, or take more than one meal during your shift.**



OUT – END OF SHIFT: CLICK the Sign Out/End of Shift button.

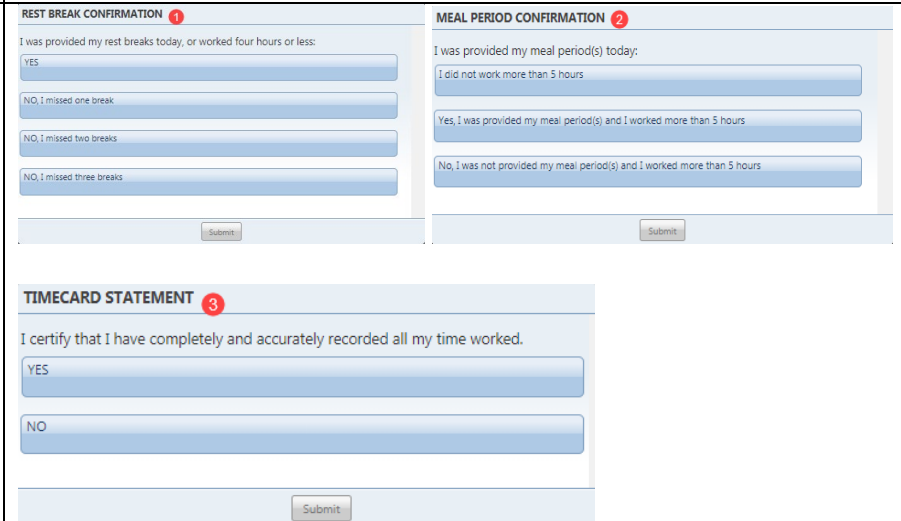
This will then prompt you to answer the three attestation statements to complete your shift.



ATTESTING TO TIME: At the completion of your shift, you will need to answer three statements to attest to your time for the day regarding:

1. Rest Break Confirmation
2. Meal Period Confirmation
3. Timecard Statement

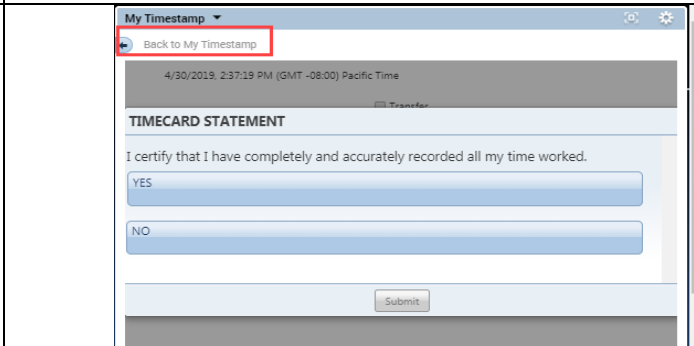
You WILL NOT be clocked out until you have answered all 3 statements and selected SUBMIT.



Make a Mistake when clocking out?

You are able to start over if you select the incorrect response to one of the statements at any time *prior* to clicking the Submit button on the last statement.

Select **Back to My Timestamp**. This will take you back to the Timestamp screen, and you can start over.



Non-Productive Time

Adding the pay code for the ENTIRE shift

1. Click in the Pay Code column for the appropriate date.

2. Click the dropdown, scroll and select the pay code.

3. Click into the Amount column and enter the number of hours for the shift.

4. Save

***ALWAYS** enter Time Off on a per day basis

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sun 4/28									
Mon 4/29			6:58AM		3:34PM		8.0	8.0	8.0
Tue 4/30			6:54AM		3:29PM		8.0	8.0	16.0
Wed 5/01			6:58AM		3:30PM		8.0	8.0	24.0
Thu 5/02	PTO DAY PLANNED	8.0							24.0
Fri 5/03									24.0
Sat 5/04									24.0
Sun 5/05									24.0
Mon 5/06									24.0
Tue 5/07									24.0
Wed 5/08									24.0
Thu 5/09									24.0

Pay Codes displayed may vary based on locations and/or roles.

Adding the pay code for a **PARTIAL** shift

1. Click the **+** to add a row for the date

2. Click in the Pay Code column

3. Click the dropdown, scroll and select the pay code

4. Click into the Amount column and enter the number of hours to complete the shift

5. Save

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sun 4/28									
Mon 4/29	PTO DAY PLANNED	2.25	6:58AM		1:19PM		5.75	5.75	5.75
Tue 4/30			6:54AM		3:29PM		8.0	8.0	13.75
Wed 5/01			6:58AM		3:30PM		8.0	8.0	21.75
Thu 5/02									21.75
Fri 5/03									21.75
Sat 5/04									21.75
Sun 5/05									21.75

Transfers - Department, Position, Work Rule

POSITION AND DEPARTMENT TRANSFERS:

1. On the Timestamp page check the box next to **Transfer**

2. Click on the Sign In / Meal Out – Meal In button

3. Then select the drop down next to **PROCESS LEVEL DEPARTMENT** or **POSITION** whichever is applicable and find your transferring department or position number

· Click on the department or position to select it

4. Click on Punch, and you will receive

a “Punch Creation” confirmation

Process Level – Department options will vary based on your location and/or role.

Transfer Selection

COMPANY

SERVICE AREA

PROCESS LEVEL-DEPARTMENT

POSITION

SUPERVISOR

PROJECT-ACTIVITY

LOCATION

Work Rule

Punch Cancel

WORKRULE/ACTIVITY TRANSFER:

1. To transfer to a work rule, select the drop down next to Work Rule and find the work rule you need to transfer to

· Click on the Work Rule to select it

2. Click on Punch, and you will receive a “Punch Creation” confirmation

Work Rule options will vary based on your location and/or role.

Transfer Selection

COMPANY

SERVICE AREA

PROCESS LEVEL-DEPARTMENT

POSITION

SUPERVISOR

PROJECT-ACTIVITY

LOCATION

Work Rule

Punch Cancel

CLEAR WORKRULE/ACTIVITY TRANSFER:

1. To clear a work rule activity, select the drop down next to Work Rule

2. Select your home work rule. This will be the Work Rule without an extension; typically, this displays first in your list. This will take you out of any previous Work Rule Activity, but keep you clocked in

3. Select Punch

Transfer Selection

PROJECT-ACTIVITY

LOCATION

Work Rule

CH-NONC-0040

CH-NONC-0040+CBK

CH-NONC-0040+EDU


CH-NONC-0040+LED


Punch Cancel

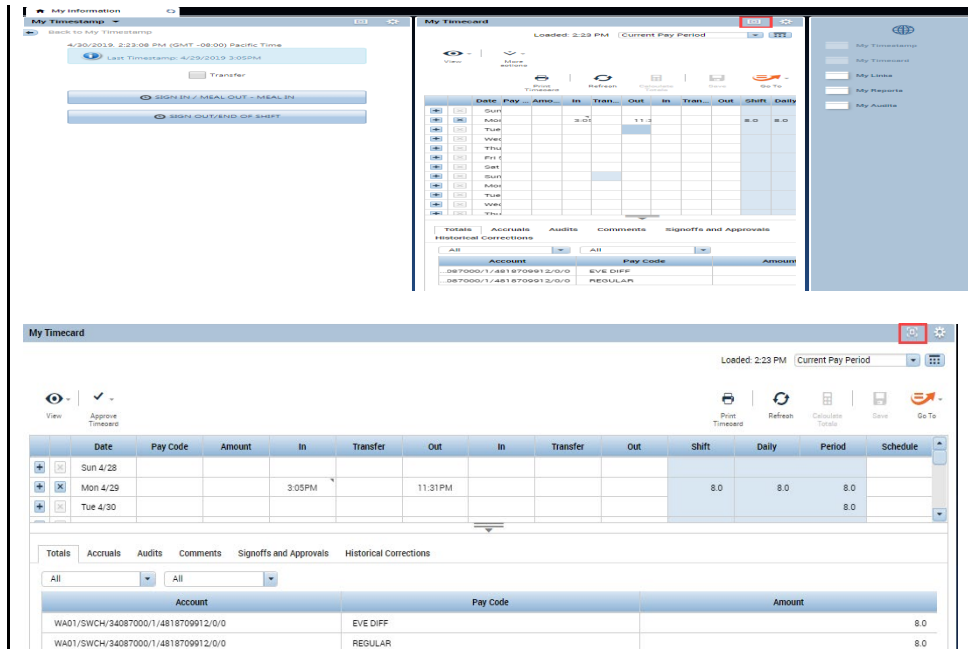
Review Timecard

REVIEWING TIMECARD:

Log into Kronos

Click the Maximize icon  to see your timecard as the full screen. It will open your current pay period timecard

Click the  icon again to minimize the timecard to get back to the default view.



The image shows two screenshots of the Kronos My Timecard interface. The top screenshot shows the application in a minimized window. The bottom screenshot shows the application in full-screen mode.

My Timecard (Full Screen View)

Loaded: 2:23 PM | Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Schedule
Sun 4/28												
Mon 4/29			3:05PM		11:31PM				8.0	8.0	8.0	
Tue 4/30											8.0	

Totals | Accruals | Audits | Comments | Signoffs and Approvals | Historical Corrections

Account	Pay Code	Amount
WA01/SWCH/34087000/1/4818709912/0/0	EVE DIFF	8.0
WA01/SWCH/34087000/1/4818709912/0/0	REGULAR	8.0