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Introduction

Welcome to Kronos 8.0, the official electronic timekeeping system for UC Santa Barbara, which uses networked time clocks and computer terminals. The best part about Kronos 8.0 is that it is JAVA free!

The Kronos system offers basic scheduling, time reporting, exceptions reporting, and absence tracking online. UCSB tracks hours worked and leave taken via the campus’s electronic timekeeping system for employees required to keep a timecard. This training guide is to help employees accomplish timekeeping tasks.

If you have questions or need assistance with Kronos, please contact your supervisor or manager.

How do I record time in Kronos?

There are three methods for employees to record hours worked and leave taken in Kronos.

1. **Time Clock:** Punch in and out using a badge at a physical device.
2. **Electronic Timestamp:** Punch in and out using a function within the Kronos application.
3. **Electronic Timecard:** Enter hours worked or leave taken directly on an electronic timecard.

**Hourly employees** (both non-exempt and exempt) use one or more of the methods above to record hours worked and leave taken.

**Exempt employees** use method 3 above to record leave taken.

If you have questions regarding your electronic timekeeping requirements, please contact your manager or departmental payroll manager.

Log On/Off Information

**Important Information:**

- Kronos 8.0 is JAVA free, which means you can use any type of computer (MAC or Windows PC), and any up-to-date browser (Internet Explorer, Google Chrome, Mozilla Firefox) to log on. For best performance, we recommend using Google Chrome.

- Kronos 8.0 now uses the Campus Authentication Service (CAS), an enterprise Single Sign-On solution for web services. Single Sign-On is a session/user authentication process that allows a user to provide his or her credentials (UCSBNetID and password) once in order to access all applications to which they authorized. If you already logged into a UCSB SSo application, SSO allows you direct access to the application without authenticating again.

- UCSB’s Electronic Timekeeping Portal: [https://timekeeping.ucsb.edu/](https://timekeeping.ucsb.edu/)
Log On Instructions:

**Step 1.** Click on link provided above under “Timekeeping Log on.”

**Step 2.** If you have not already logged into a UCSB SSO application, the UC Santa Barbara authentication screen will require you to enter your UCSBnetID and password.

**Step 3.** After logging into a UCSB SSO application, you will have direct access into Kronos without being required to enter your UCSBnetID. This log on feature is called “single sign on” or SSO. It will open Kronos automatically to your default home screen.

Log Off Instructions:

When you are ready to log off Kronos, simply click on “Sign Out” below your name in the upper left hand corner of the screen.

If you access Kronos from a shared computer, make sure to exit the application and the browser to clear your credentials so that other users can access the application due to Single Sign-On (SSO). If you click “Close”, the window will close but the browser session is still active. Instructions for properly exiting your browser or located on the timekeeping portal website: [https://timekeeping.ucsb.edu/content/kronos-y8sso-logout-instructions](https://timekeeping.ucsb.edu/content/kronos-y8sso-logout-instructions)
Time Clock Employees

Time Clock employees swipe their Access Card at a Kronos 4500 terminal to record hours worked by punching in and out.

If you are a variable employee (e.g. student employee with multiple jobs within one or more departments), you must designate the job associated with your shift when punching in. This designation is called a job transfer.

The format of the job transfer data is: DEPT_WorkStudyCode_HourlyRate (Labor Account)

Punch In and Out: For employees with only one job on campus:
1. Swipe card at beginning of shift to punch in.
2. Swipe card at end of shift to punch out.

Punch In and Out: For employees with multiple jobs on campus:
1. Press the blue button next to Choose Job on the time clock.
2. Swipe card.
3. Press the blue button at bottom right next to List -->.
4. Using the blue up and down arrows on the clock, scroll through the list to select the appropriate job/distribution.
5. Press the ENTER/ button twice. A confirmation of the accepted punch and transfer displays.
6. Swipe card at end of shift to punch out without choosing a job.
*** Timeclock Tips ***

Normally when punching out, a transfer option is not selected. On rare occasions, you may transfer from one job to another within the same department without a lapse in time. In this case, the second job is selected in the Transfer field when punching out of the first job.

If required by your department, remember to punch when leaving for and returning from lunch or appointments. Designating job transfers are always done when punching in throughout the day.

Approve Your Timecard:

You are required to approve your timecard at the end of each pay cycle:

1. Press the blue button next to Approve Timecard on the time clock.
2. Swipe card.
3. Choose:
   a. Current Pay Period if it is on or before the last day of the pay cycle.
   b. Previous Pay Period if it is after the last day of the pay cycle.
4. Scroll through the timecard using the blue up and down arrows on the clock and verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
5. Once the bottom of the timecard is reached, press the ENTER/ button to approve.
6. Press the ESC/ button.

View Your Timecard:

You can view your timecard at anytime, with the following steps:

1. Press the blue button next to View Timecard on the time clock.
2. Swipe card.
3. Choose:
   a. Current Pay Period if it is on or before the last day of the pay cycle.
   b. Previous Pay Period if it is after the last day of the pay cycle.
4. Scroll through the timecard using the blue up and down arrows on the clock and verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
5. When done, press the ESC/ button.

Electronic Timestamp Employees

Timestamp employees use a designated computer to record hours worked by punching in and out. Any leave taken is recorded directly on the electronic timecard.
If you are a variable employee (e.g. student employee with multiple jobs within one or more departments), you must designate the job associated with your shift when punching in. This designation is called a job transfer.

The format of the job transfer data is: DEPT_WorkStudyCode_HourlyRate (Labor Account)

**Navigation**

**Key Areas of your Default Homepage: Timestamp**

- The middle of the screen is your primary “workspace”.
- The upper left corner identifies the employee signed on next to the UCSB logo.
- Along the right hand side of the screen are your “Related Items” which allows you to navigate to other related areas in Kronos.

**Navigation Icons: Timestamp**

- **Approve Timecard** allows access to approval options.
• **Print Timecard** allows you to print your timecard.
• **Refresh** updates the data displayed on the page.
• **Calculate Totals** allows you to check how changes might affect totals **before** saving. This gives you an opportunity to revert changes if desired using the **Refresh** icon.
• **Save** allows you to save data after making changes. You can tell if there is unsaved data when the **Save** icon in the upper right corner is orange.

**Additional Navigation Options: Timestamp**

Maximize and minimize Genies using the box icon in the upper right corner to view more data.

The gear icon allows you to “pop-out” the workspace to view lists that contain more data than can be viewed without expanding. If a gear icon is greyed out, the option to "pop-out" is not available for the existing configuration. Employee workspace utilizes this feature.

**Timecard Basics**

**Punch In and Out:**

1. Logon to Kronos at the start of your shift to access the Timestamp widget.
2. If you are a variable employee, you **must** designate the job associated with your shift using the **Transfer** field. Select the appropriate job/distribution from your dropdown list. The Timestamp widget can be popped out if needed to see more of the transfer job data. You can also hover over the information if truncated to see the all transfer job data.
3. Click the **Record Timestamp** button. The recorded time will be displayed within the widget.
4. Click the **Refresh** icon to see the transfer on the electronic timecard.
5. At the end of the shift, clock out **without** selecting a job transfer. Click the **Record Timestamp** button.

***** Timestamp Tips *****

Normally when punching out, a transfer option is not selected. On rare occasions, you may transfer from one job to another within the same department without a lapse in time. In this case, the second job is selected in the Transfer field when punching out of the first job.

If required by your department, remember to punch when leaving for and returning from lunch or appointments. Designating job transfers are always done when punching in throughout the day.
Approve Your Timecard:
You are required to approve your timecard at the end of each pay cycle. On your timecard:

1. Choose:
   a. Current Pay Period if it is on or before the last day of the pay cycle.
   b. Previous Pay Period if it is after the last day of the pay cycle.
2. Verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
3. Click the Approve Timecard icon and click Approve Timecard.
4. The upper left corner displays a message confirming approval and the background color of the electronic timecard changes to yellow.

Electronic Timecard Employees

Hourly: Non-Exempt and Exempt

Electronic Timecard employees who are hourly use a designated computer to record hours worked and leave taken recorded directly on the electronic timecard.

If you are a variable employee (e.g. student employee with multiple jobs within one or more departments), you must designate the job associated with your hours. This designation is called a job transfer.

The format of the job transfer data is: DEPT_WorkStudyCode_HourlyRate {Labor Account}

| INST_.11.00 (407665-19900-VS-0:INST1310-11) |
| INST_.11.00 (407665-61625-VS-0:INST1200-12) |
| INST_.11.00 (407665-19900-OPS-0:INST11410-13) |
| INST_.11.00 (407665-61625-OPS-0:INST12000-14) |
Navigation

Key Areas of your Default Homepage: Hourly

- The middle of the screen is your primary “workspace”. Based on your configuration, you may also see the Timestamp widget in your primary workspace.
- The upper left corner identifies the employee signed on next to the UCSB logo.
- Along the right hand side of the screen are your “Related Items” which allows you to navigate to other related areas in Kronos.

Navigation Icons: Hourly

- **Approve Timecard** allows access to approve options.

- **Print Timecard** allows you to print your timecard.
- **Refresh** updates the data displayed on the page.
- **Calculate Totals** allows you to check how changes might affect totals before saving. This gives you an opportunity to revert changes if desired using the **Refresh** icon.
• **Save** allows you to save data after making changes. You can tell if there is unsaved data when the **Save** icon in the upper right corner is orange.

**Additional Navigation Options: Hourly**

Maximize and minimize Genies using the box icon in the upper right corner to view more data.

The gear icon allows you to “pop-out” the workspace to view lists that contain more data than can be viewed without expanding. If a gear icon is greyed out, the option to “pop-out” is not available for the existing configuration. Employee workspace utilizes this feature.

**Timecard Basics**

**Record Hours Worked or Leave Taken:**

1. Logon to Kronos to access your electronic timecard.
2. Click in the **Pay Code** column next to the appropriate date and select **Hours Worked** or the desired leave pay code.

3. Tab to the **Amount** column and enter the number of hours rounded to the nearest quarter hour.
4. If you are a variable employee, you **must** designate the job associated with your hours in the **Transfer** column. Select the appropriate job/distribution from your dropdown list. You can hover over the information if truncated to see the all transfer job data.
5. Click the **Save** icon to complete the timecard edit.

**Approve Your Timecard:**

You are required to approve your timecard at the end of each pay cycle. On your timecard:

1. Choose:
   a. **Current Pay Period** if it is on or before the last day of the pay cycle.
   b. **Previous Pay Period** if it is after the last day of the pay cycle.
2. Verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
3. Click the Approve Timecard icon and click Approve Timecard.
4. The upper left corner displays a message confirming approval and the background color of the electronic timecard changes to yellow.

Electronic Timecard Employees

Exempt

Electronic Timecard employees who are exempt use a designated computer to record leave taken in full-day increments directly on the electronic timecard.

Navigation

Key Areas of your Default Homepage: Exempt

- The middle of the screen is your primary “workspace”.
- The upper left corner identifies the employee signed on next to the UCSB logo.
- Along the right hand side of the screen are your “Related Items” which allows you to navigate to other related areas in Kronos.
Navigation Icons: Exempt

- **Approve Timecard** allows access to approve options.

- **Print Timecard** allows you to print your timecard.
- **Refresh** updates the data displayed on the page.
- **Calculate Totals** allows you to check how changes might affect totals before saving. This gives you an opportunity to revert changes if desired using the **Refresh** icon.
- **Save** allows you to save data after making changes. You can tell if there is unsaved data when the **Save** icon in the upper right corner is orange.

Additional Navigation Options: Exempt

Maximize and minimize Genes using the box icon in the upper right corner to view more data.

The gear icon allows you to “pop-out” the workspace to view lists that contain more data than can be viewed without expanding. If a gear icon is greyed out, the option to “pop-out” is not available for the existing configuration. Employee workspace utilizes this feature.

Timecard Basics

**Record Leave Taken:**

1. Logon to Kronos to access your electronic timecard.
2. Click in the **Pay Code** column next to the appropriate date and select the desired leave pay code.
   
   ![Date Pay Code Amount](image)

3. Tab to the **Amount** column and enter the number of hours in full-day increments.
4. Click the **Save** icon to complete the timecard edit.
Approve Your Timecard:
You are required to approve your timecard at the end of each pay cycle even if no leave was taken. On your timecard:

1. Choose:
   a. **Current Pay Period** if it is on or before the last day of the pay cycle.
   b. **Previous Pay Period** if it is after the last day of the pay cycle.
2. Verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
3. Click the Approve Timecard icon and click Approve Timecard.
4. The upper left corner displays a message confirming approval and the background color of the electronic timecard changes to yellow.

Information Timecard Approved by exempittest 5/29/2017 10:15AM

Common Timecard Functionality

Add New Row:
You can add a row to a date on the electronic timecard if you need to enter more than one pay code, or if a pay code needs to be deleted to the date in which punches exist.

   **Step 1.** Click on the “+” icon left of the date to add a new row.

   **Step 2.** Repeat as necessary for all edits needed for the date.

If you have read-only access to your electronic timecard, contact your manager to complete this type of edit.

View Timecard Totals:
To view totals on your timecard, click the More Content icon at the bottom of the timecard window.

Timecard Comments:
You have the option to add comments to pay code amounts or punches. Kronos allows you to select from a predefined comment list and add an optional free form note if needed. Please use discretion when entering a note as this information is visible on reports.
On your timecard:

**Step 1.** Right-click in the cell where you want to add the comment.

**Step 2.** Click the Comments icon.

**Step 3.** Using the drop down menu, select a comment from predefined list.

**Step 4.** If needed, type an optional note.

**Step 5.** Click Add.

**Step 6.** Review for accuracy, correct spelling errors, and add additional notes if desired.

**Step 7.** When done, click OK to close the comment window.

**Step 8.** Click Save to complete the timecard edit.

**Step 9.** You can hover over the resulting blue speech bubble to see the comment information.

**Audit Timecard:**

To view edits and changes to your timecard, use the My Audits widget which is available on the right hand side of the screen.

The Audits widget allows you to view different edits made to your timecard for time period you select.

**View Accruals:**

You can view your available accrual balances in the **Accruals** widget at the right of your workspace. Balances as of today are automatically displayed. The **As of** field can be changed to display balances on different dates. Please contact your manager if you have any questions or concerns regarding your balances
Time Off Requests:

Time Off Request (TOR) functionality is optional. Contact your manager to determine if you should use this functionality. Instructions for Time Off Requests is located on the timekeeping portal website: https://timekeeping.ucsb.edu/sites/default/files/time-off-requests-employee-perspective.pdf