

Kronos Quick Start Guide for Desktop Time-Stamped Employees

Welcome to Kronos!

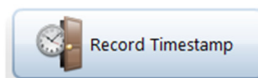
To record your time and/or exceptions, open the Firefox Internet browser, and log into Kronos at timekeeping.apu.edu

Use your APU network ID and password to log into Kronos.

To record time:

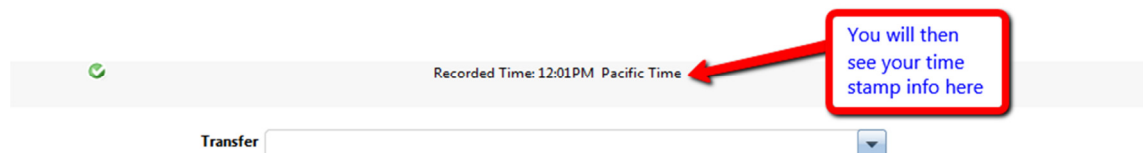
Last Timestamp: Tuesday, May 27, 2014 2:03PM Pacific Time

Transfer



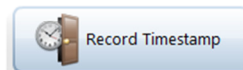
Click this button to record your time stamp

Verify time recorded:

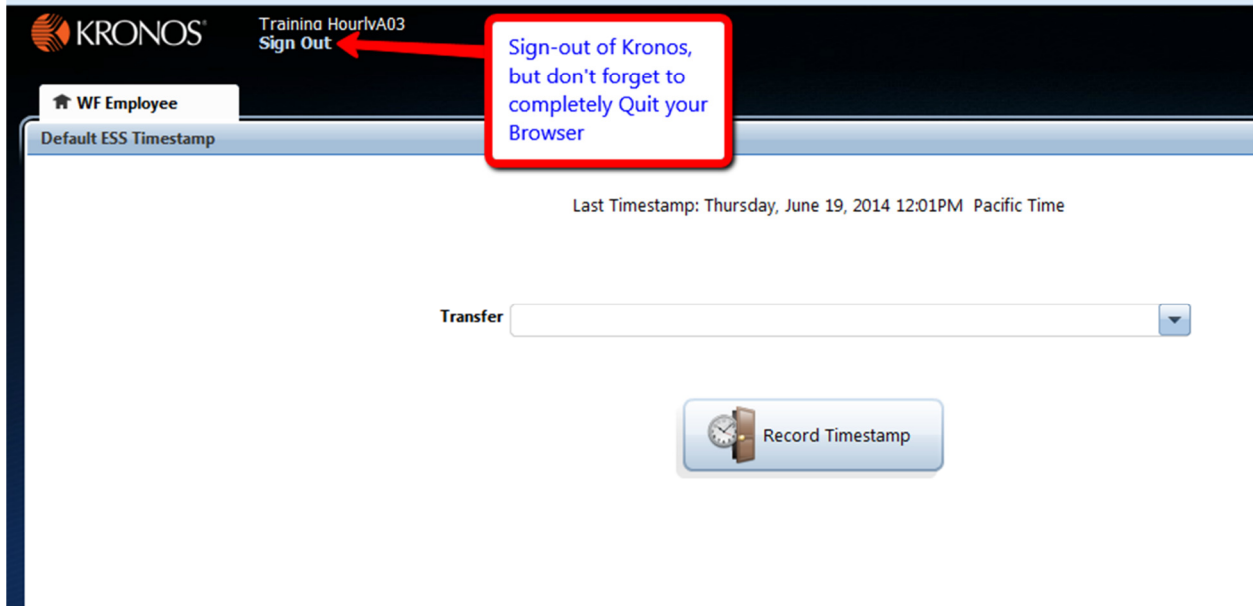


You will then see your time stamp info here

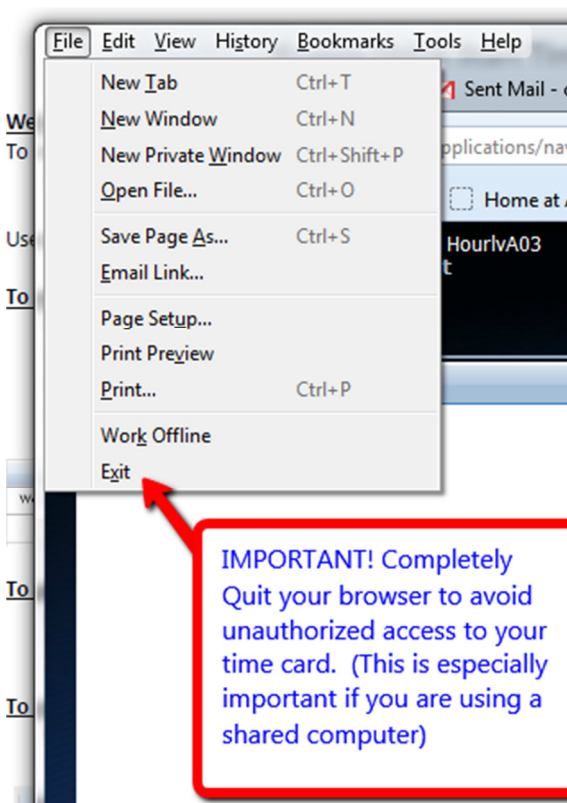
Transfer



Sign-out of Kronos:

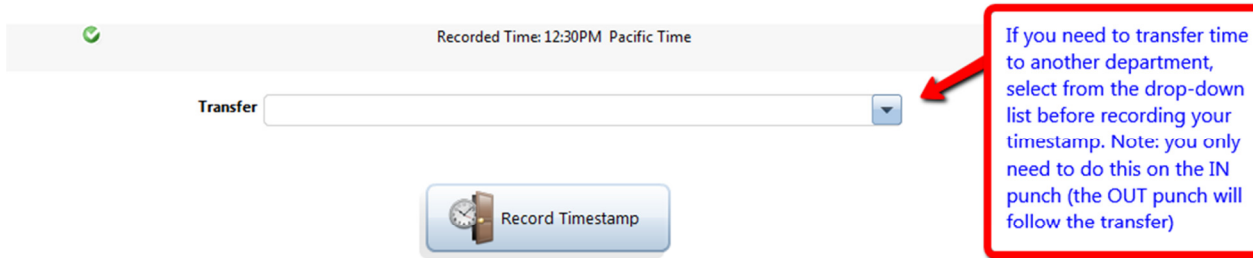


You must Quit your browser. Merely closing the browser could result in unauthorized access to your time card.



Transferring Time to Another Department

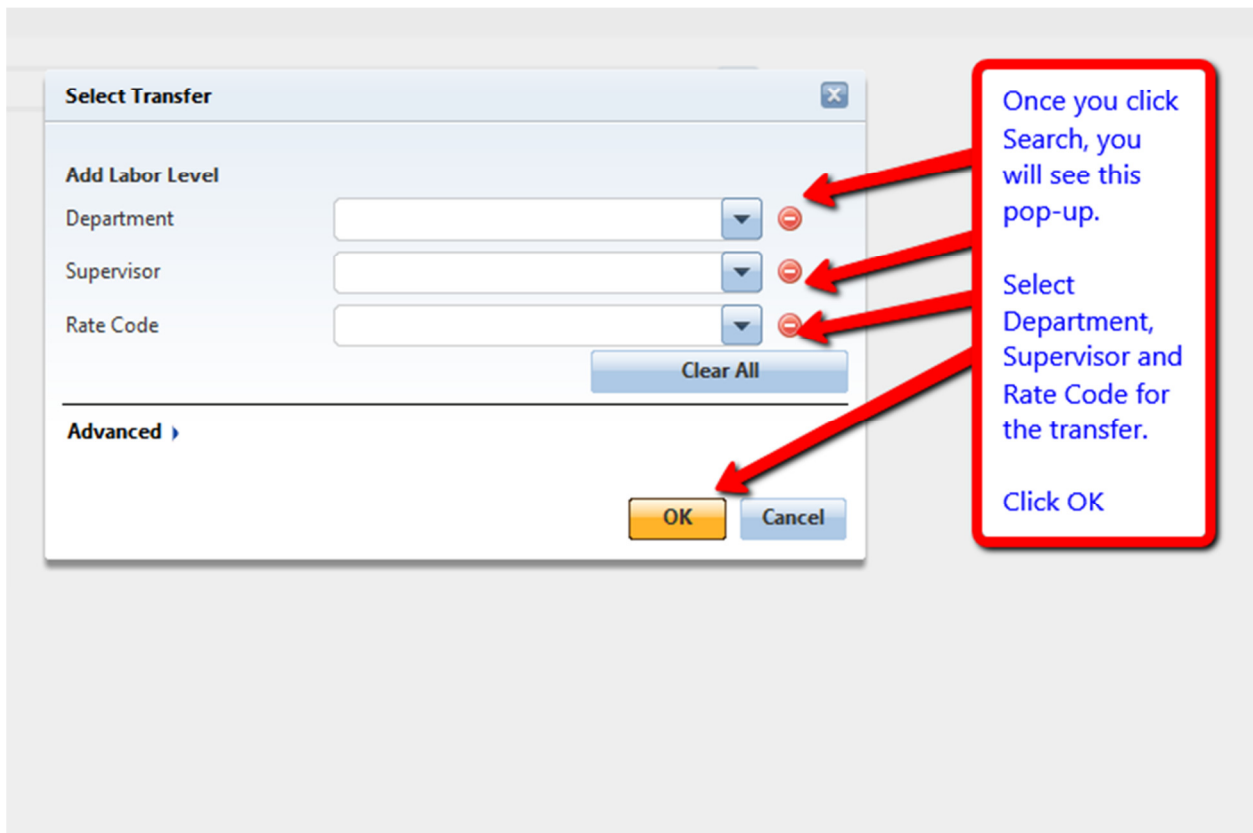
To transfer hours to another department, be sure to do this before you record your timestamp.



The screenshot shows a user interface for recording time. At the top, there is a green checkmark and the text "Recorded Time: 12:30PM Pacific Time". Below this is a "Transfer" dropdown menu. A red arrow points from a text box to the dropdown menu. Below the dropdown menu is a button labeled "Record Timestamp" with a clock icon.

If you need to transfer time to another department, select from the drop-down list before recording your timestamp. Note: you only need to do this on the IN punch (the OUT punch will follow the transfer)

Click "Search" to get to this pop-up menu:



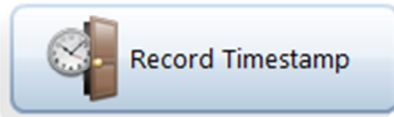
The screenshot shows a pop-up window titled "Select Transfer". It has a close button in the top right corner. Under the heading "Add Labor Level", there are three dropdown menus for "Department", "Supervisor", and "Rate Code". Each dropdown menu has a red minus sign to its right. Below these fields is a "Clear All" button. At the bottom of the window, there are "OK" and "Cancel" buttons. A red arrow points from a text box to the "OK" button.

Once you click Search, you will see this pop-up.

Select Department, Supervisor and Rate Code for the transfer.

Click OK

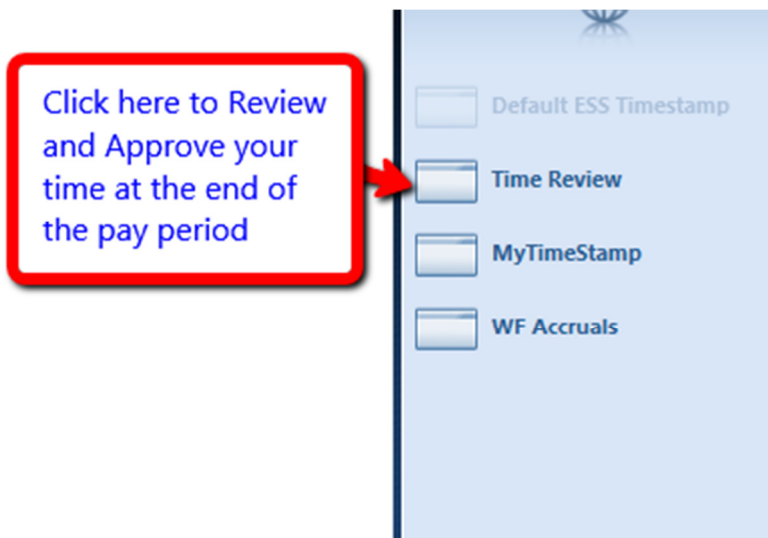
Be sure to enter all three components or your transfer will be incomplete!! Note: If the drop-down lists are empty or inaccurate, contact Kronos Support x4737 or timekeeping@apu.edu



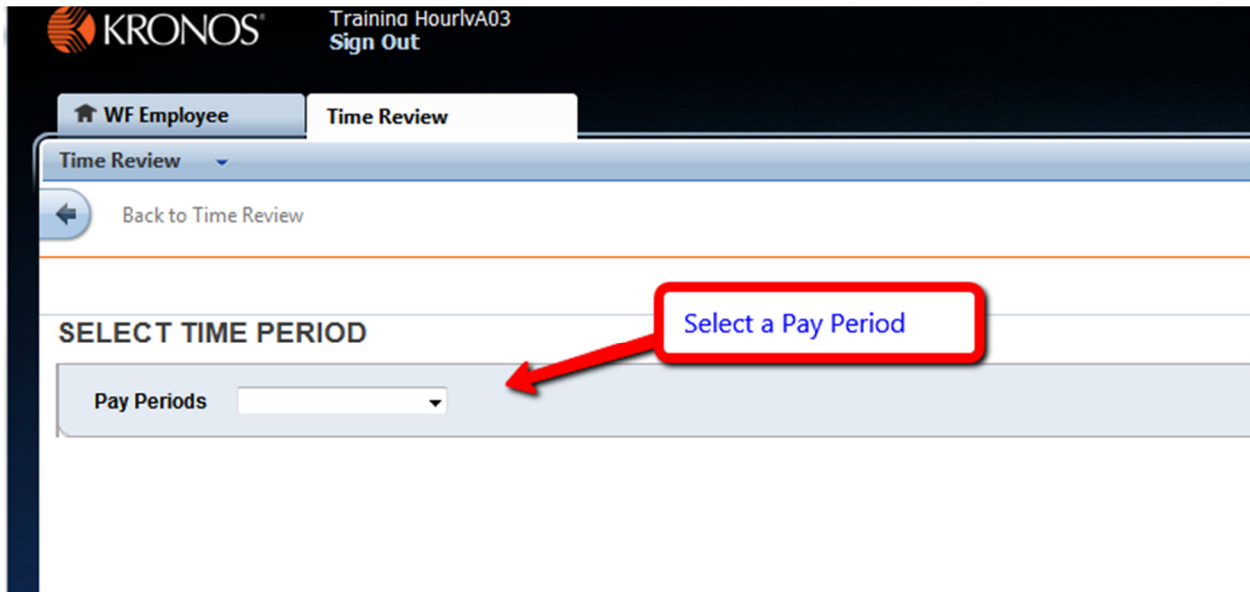
Once the transfer information is entered, click Record Timestamp

IMPORTANT: you only need to enter a transfer on the IN punch. The OUT punch will automatically follow the transfer you made on the IN punch.

How to Review and Approve



Select a time period. Note: if approving on a Monday (after the pay period ended) you would select *Previous Pay Period*. If approving after your last punch on Friday, you would select *Current Pay Period*.



Review your time and make sure your total hours are correct.

Important!!! Do not Approve your time card until your last punch at the end of the pay period. Doing so will lock your time card for the entire pay period.

